



Arts Undergraduate Society of McGill University  
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Arts Undergraduate Improvement Fund (AUIF) application  
Meeting Date: Thursday, February 20, 2014

## **Application Deadline: Monday, February 2, 2015, 2:00 pm**

### **Eligibility:**

Only capital goods (and their one-time shipping and installation costs) are eligible for funding.

### **Application Instructions:**

Please include all fields listed below on a .doc or .pdf file and email to [finance.aus@mail.mcgill.ca](mailto:finance.aus@mail.mcgill.ca)

### **Required Fields:**

- Section I: General Information
  - Department / Organization name
  - Contact name
  - Contact email
  - Total cost of all items in application
- Section II: Please complete for each item / renovation requested
  - Item name
  - Item cost
  - Additional costs such as shipping or installation
  - Purpose served by this item
  - Plan for storing and maintaining item (REQUIRED, if applicable)
  - Optional: pictures

Providing all required information in a clear manner will ensure efficient and accurate consideration of your application.

Please direct all enquiries to [finance.aus@mail.mcgill.ca](mailto:finance.aus@mail.mcgill.ca).

# **Refurbishment of Ferrier 456 (Smartboard, Whiteboards, and Coat Hooks)**

**Organization:** French Language Centre

**Contact Name:** Dr. Natallia Liakina, Chair

**Contact Information:**

**E-mail:** [natallia.liakina@mcgill.ca](mailto:natallia.liakina@mcgill.ca)

**Phone:** x. 3858

**Description:**

At present, this classroom is set up conference style. While it is used for lectures and meetings, it is more frequently used for classes that where students regularly break-out into smaller groups for active and collaborative learning sessions for which the current set-up is not suitable. See the attached Excel spreadsheet for room bookings for 2014-2015.

The requested SMART board which will be installed at the front of the classroom, and the white boards which will be installed on the side walls, will support active and collaborative learning, interactive and group activities and a task-based teaching approach which are all leading-edge pedagogical techniques used in humanities and social science classes and for language teaching. This interactive approach to learning is actively encouraged and promoted by the University.

The coat hooks will ensure that coats and knapsacks/book bags are not strewn about the floor posing hazards as students move between groups.

**Item 1: SMART Board (Nulook Office Solutions)**

Price CAD \$ (taxes, delivery and installation included): \$ 8,264.05 (see attached estimate)

**Item 2: White Boards (Nulook Office Solutions)**

Price CAD \$ (taxes, delivery and installation included): \$3,857.41 (see attached estimate)

**Item 3: Coat Hooks (McGill Facilities Management)**

Price CAD \$ (taxes, delivery and installation included): \$ 700.00 (see attached estimates)

**Total Cost: \$12,821.46**

**FOAPAL: 151175-00021-700007-1000-000000-000000**

**How will these items prove to be beneficial to Arts students?**

The provision of the SMART board and the white boards will enable our students to engage in active learning; the coat hooks will eliminate tripping hazards.

**How will you ensure that the item is secure and well taken care of?**

The seminar room is located on the fourth floor of the Ferrier Building and is surrounded by faculty offices. The Porter opens the room in the morning and the cleaner locks it in the evening.

# Sharp's Audio Visual Systems Quotation

Prepared For

# McGill University

29-Jan-2015

(This quotation is valid for 30 days)

# QUOTATION FOR McGill University

## Ferrier Building 456

QTY	SKU	DESCRIPTION	PRICE	EXTENDED
<b>Display Device</b>				
1	SBM685ix2	Smart SMART Board M685 with UX80 Projector	4,665.00	4,665.00
<b>Interactive Hardware/Software</b>				
1	SBA-L	Smart Projection Audio System (No Internal Volume Control)	355.00	355.00
<b>Signal Distribution</b>				
1	C-GMA/GMA-15	Kramer 15' VGA With Audio Cable (M-M)	29.40	29.40
1	ADC-DPM/HF	Kramer DisplayPort To HDMI Adapter Cable (M-F)	24.50	24.50
1	C-HM/HM-15	Kramer 15' HDMI Cable (M-M)	24.50	24.50
<b>Labour</b>				
	NB-ADV-CLASS-1	Sharps Notebook Advantage Classroom - 1 year initial software maintenance		57.00
	FGE	Sharps Frais De Gestion Environnementale		46.25
Materials, Labour and Freight to Install the System				1,955.00
<b>SUBTOTAL: Ferrier Building 456</b>				<b>7,156.65</b>

**TOTAL PRICE (EXCLUDING TAX): \$7,156.65**

**CUSTOMER COMMENTS:**

PRIOR TO AN ORDER BEING PLACED, WE REQUEST YOU TO ACKNOWLEDGE AND/OR RESPOND TO THE FOLLOWING:

You will be responsible for all needed network, cable raceway/conduit, cable television feed, telephone, electrical, millwork, masonry, ceiling tile replacement, and painting alterations within the room.

- Required electrical outlet within reach of the board by others,
  - Required plywood backing by others,
  - Required PC by others.
- Above-mentioned requirements must be met before we can proceed with the installation.

**CUSTOMER SCOPE STATEMENT:**

Sharp's will install a 87" SmartBoard with an Ultra Short Throw projector on the wall in the Ferrier Building (room 456) at McGill University. System will include optional side-mounted speakers and connection to the board will be made using a 15' cable harness with either VGA+Audio or HDMI. Harness will be left coiled on a hook installed underneath the SmartBoard.

\*Sign off of this quotation or providing an order constitutes acceptance of all terms and conditions attached and the above scope statement

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ PO: \_\_\_\_\_ Sharp's Signature: \_\_\_\_\_

A 25% deposit is required at time of order on all projects valuing \$50,000.00 or more. Monthly progress billing is in effect for all installation projects. All equipment returns are subject to a 25% minimum restocking fee if cancelled by the customer after signoff.

In order for Sharp's Audio Visual to execute your audio visual integration project to the best of our abilities we feel that expectations be defined for both parties. Please familiarize yourself with what you can expect from the Sharp's Audio Visual process as well as what Sharp's expects in order to run your project as smoothly as possible. Please note, these are not terms and conditions and any contract Sharp's signs with your organization take precedent over this document.

Our Customer's Expectations of Sharp's Audio Visual:

1. Our Account Managers will review the final quote and scope of work with you to verify its validity and accuracy.
2. Our Project Manager or Coordinator will contact you within five business days of Sharp's receiving your purchase order.
3. Our Project Manager will work closely with you to manage the project timeline and formalize site preparation requirements.
4. Our project manager will provide a schedule of required progress payments within one week of initial contact on projects valued greater than \$50,000.00.
5. Our technicians will inform you of their arrival and departure from site as required.
6. Our technicians will perform safety checks and complete safety documentation as required.
7. Our technicians will ensure your site will remain appropriately tidy.
8. Change orders will be presented for your approval if required.
9. Our Project Managers will interact with designated site contacts and attend site meetings as required.
10. Our quality control process will occur throughout the completion of each install phase.
11. We will respond to any deficiencies within five business days of them being identified to the Project Manager.
12. We will provide a completion check list at project sign off.
13. We will provide a customer satisfaction survey at the end of your project.

Sharp's Expectations of Our Customers:

1. You have reviewed and agree with the scope of work on our quotation.
2. You have reviewed and agree with our terms and conditions.
3. You will pay on Net 30 terms and in a progress billing format.
4. You agree to pay an initial 25% deposit upon receipt of invoice on projects greater than \$50,000.00 in value.
5. You will provide the appropriate contact information for onsite contacts, invoicing and final commissioning.
6. You will endeavor to provide onsite secure storage for the duration of the project.
7. You understand that special order items are subject to special deposits, restocking and delivery conditions.
8. You will have your site requirements completed prior to our technicians arrival.
9. You will work closely with Sharp's on the project timeline and site availability, and communicate any delays with a minimum of one week notice.
10. You will sign off on the project once it is completed to agreed scope of work.
11. You will respond promptly to change orders with a new or revised purchase order as to keep the work on schedule.
12. Complete our customer survey at the end of the project for a chance to win a valuable prize.

NAME| Savy Marino  
COMPANY| **McGill University - Faculty of Arts**  
ADDRESS| 853 Sherbrooke W, Montreal QC H3A 2T6

DATE| 30-Jan-15  
TEL| 514-398-4400 X.094872  
EMAIL| savy.marino@mcgill.ca

QUANTITY QUOTATION | SO15-0145A UNIT PRICE TOTAL

**CLIENT PO#**

**PROJECT | FERRIER CONFERENCE ROOM 456**

**2000 SERIES PORCELAIN WHITEBOARDS (50 YEAR WARRANTY)**

**Commercial/ Institutional grade porcelain 1/2" thick on steel backing.**

**Porcelain is non-porus, non-absorbant and resists stains, dents and scratches.**

**INCLUDES | Full contour aluminum molding with protective end , marker rail and cork display rail**

**TAG | OPTION 01 - COVERAGE ON SIDE WALLS**

2 Porcelaine whiteboard with aluminum frame 36Hx144W 511101 \$ 1,390.00 \$ **2,780.00**

**INCLUDES | Mechanical joints on all un-interrupted spans over 144W and moldings at wall connections**

**NOTE | Above coverage will be provided in 4x pieces. Dimensions to be confirmed prior to ordering.**

drawings, transport, delivery + installation [single delivery during regular business hours]\*: \$ 575.00

LEASING OPTION AVAILABLE: 48 MONTH OR 60 MONTH PAYMENT TERMS

**PROJECT SUBTOTAL: \$ 3,355.00**

\* fees include 15% fuel surcharge as of 07-APR-14. Regular business hours M-F 8AM-5PM

GST 5% \$ 167.75

PST 9.975% \$ 334.66

**PROJECT TOTAL: \$ 3,857.41**

1. Quotation valid for 30 days. Client entitled to 2 revisions. Subsequent revisions will be charged at \$75/hour.
2. All drawings and presentation material remain the property of nulook office solutions until purchase
3. All sales are final. Cancellations or modifications will not be accepted past 48hrs after order confirmation
4. nulook installation team is CSST certified. Delivery delays will be confirmed at time of order entry.
5. Space must be clear and ready to accept new furniture. Any site not meeting these requirements as determined by nulook or furniture held in storage longer than 5 business days are subject to additional fees.



**From:** [Savy Marino](#)  
**To:** [Kathleen Holden](#)  
**Subject:** FW: ESTIMATE BELOW \$500 - INSTALL COAT HOOKS - CLASSROOM FERRIER 456  
**Date:** Friday, January 30, 2015 10:25:41 AM

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See quote below.

***Savy Marino***

*Administrative Assistant & Faculty Building Director  
(Academic Administration & Oversight)  
Faculty of Arts  
Dawson Hall, Room 307  
Tel: 514-398-4400, ext.094872; cell: 514-473-8188*

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**From:** Mark Plenzich, Mr.  
**Sent:** Tuesday, January 27, 2015 1:41 PM  
**To:** Savy Marino  
**Cc:** Gilles McSween  
**Subject:** RE: ESTIMATE BELOW \$500 - INSTALL COAT HOOKS - CLASSROOM FERRIER 456

Hi Savy

The budget price would be 700.00\$.

Regards  
Mark

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**From:** Gilles McSween  
**Sent:** January-27-15 12:04 PM  
**To:** Mark Plenzich, Mr.  
**Subject:** Fw: ESTIMATE BELOW \$500 - INSTALL COAT HOOKS - CLASSROOM FERRIER 456

Ask Nello for material estimate and time to give Savy a budget estimate thanks

Sent from my BlackBerry 10 smartphone on the Bell network.

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**From:** Savy Marino <[savy.marino@mcgill.ca](mailto:savy.marino@mcgill.ca)>  
**Sent:** Tuesday, January 27, 2015 11:39  
**To:** Gilles McSween  
**Cc:** Natallia Liakina; Gillian Lane-Mercier; Mark Plenzich, Mr.  
**Subject:** ESTIMATE BELOW \$500 - INSTALL COAT HOOKS - CLASSROOM FERRIER 456

Hi Gilles,

Can you please provide a rough estimate to install 40 coat hooks in the above classroom in Ferrier?

Our deadline submission for funding from the AUS students is February 2<sup>nd</sup>, 2:00 pm.

Many thanks for your assistance.

Regards.

*Savy Marino*

*Administrative Assistant & Faculty Building Director*

*(Academic Administration & Oversight)*

*Faculty of Arts*

*Dawson Hall, Room 307*

*Tel: 514-398-4400, ext.094872; cell: 514-473-8188*

Buildi	Room	Car	Day	Meeting	Pa	Term	Begin and End Dates	Subject	Cour	CRN	Function
FERR	456	1	TR	0835-1125		201409	02-SEP-2014/03-DEC-2014	FRSL	105	4052	
FERR	456	1	MW	0835-0955		201409	02-SEP-2014/04-DEC-2014	FRSL	455	5229	
FERR	456	1	MW	1005-1125		201409	02-SEP-2014/04-DEC-2014	FRSL	407	1789	
FERR	456	1	F	1035-1125		201409	02-SEP-2014/04-DEC-2014	FIGS	196	5468	
FERR	456	1	TR	1135-1255		201409	02-SEP-2014/04-SEP-2014	FRSL	302	1783	
FERR	456	1	MW	1135-1255		201409	02-SEP-2014/04-DEC-2014	FRSL	103	5502	
FERR	456	1	TR	1305-1425		201409	02-SEP-2014/03-DEC-2014	FRSL	101	17734	
FERR	456	1	TR	1435-1555		201409	02-SEP-2014/03-DEC-2014	FRSL	103	15266	
FERR	456	1	MW	1435-1555		201409	02-SEP-2014/04-DEC-2014	FRSL	101	17733	
FERR	456	1	MW	1735-1855		201409	02-SEP-2014/04-DEC-2014	FRSL	332	5438	
FERR	456	1	R	0835-0955		201409	04-DEC-2014/04-DEC-2014	FRSL	455	5229	
FERR	456	1	R	1005-1125		201409	04-DEC-2014/04-DEC-2014	FRSL	407	1789	
FERR	456	1	R	1135-1255		201409	04-DEC-2014/04-DEC-2014	FRSL	103	5502	
FERR	456	1	R	1435-1555		201409	04-DEC-2014/04-DEC-2014	FRSL	101	17733	
FERR	456	1	R	1735-1855		201409	04-DEC-2014/04-DEC-2014	FRSL	332	5438	
FERR	456	1	F	0935-1025		201409	02-SEP-2014/04-DEC-2014	ENGL	277	12913	
FERR	456	1	F	1135-1225		201409	02-SEP-2014/04-DEC-2014	ENGL	202	20076	
FERR	456	1	F	1235-1325		201409	02-SEP-2014/04-DEC-2014	ENGL	202	20077	
FERR	456	1	F	1335-1425		201409	02-SEP-2014/04-DEC-2014	CANS	200	20073	
FERR	456	1	R	1605-1725		201409	02-SEP-2014/03-DEC-2014	ECON	310	20417	
FERR	456	1	F	0835-0925		201409	12-SEP-2014/04-DEC-2014	HIST	387	3691	
FERR	456	1	R	1205-1255		201409	15-SEP-2014/03-DEC-2014	POLI	244	3254	
FERR	456	1	T	1135-1225		201409	30-SEP-2014/04-DEC-2014	FRSL	101	20434	
FERR	456	1	MW	1305-1425		201409	02-SEP-2014/04-DEC-2014	FRSL	431C	1792	
FERR	456	1	R	1305-1425		201409	04-DEC-2014/04-DEC-2014	FRSL	431C	1792	
FERR	456	1	TR	0835-0955		201501	05-JAN-2015/13-APR-2015	FRSL	102	13375	
FERR	456	1	TR	1005-1125		201501	05-JAN-2015/13-APR-2015	ENVR	400	15987	
FERR	456	1	MW	1005-1125		201501	05-JAN-2015/14-APR-2015	FRSL	104	4691	
FERR	456	1	TR	1135-1425		201501	05-JAN-2015/13-APR-2015	FRSL	105	13358	
FERR	456	1	TR	1435-1555		201501	05-JAN-2015/13-APR-2015	JWST	345	13353	
FERR	456	1	W	1435-1555		201501	14-JAN-2015/14-APR-2015	ISLA	210	15179	
FERR	456	1	F	1035-1125		201501	30-JAN-2015/30-JAN-2015	EAST	211	14331	
FERR	456	1	F	1135-1225		201501	30-JAN-2015/30-JAN-2015	EAST	211	15800	
FERR	456	1	T	1035-1125		201501	14-APR-2015/14-APR-2015	EAST	211	14331	
FERR	456	1	T	1135-1225		201501	14-APR-2015/14-APR-2015	EAST	211	15800	
FERR	456	1	T	1435-1525		201501	14-APR-2015/14-APR-2015	CHEM	514	6883	
FERR	456	1	M	0905-0955		201501	05-JAN-2015/14-APR-2015	FRSL	104	15873	
FERR	456	1	M	0905-0955		201501	05-JAN-2015/14-APR-2015	FRSL	103	15860	
FERR	456	1	M	1135-1225		201501	05-JAN-2015/14-APR-2015	FRSL	103	15861	
FERR	456	1	M	1135-1225		201501	05-JAN-2015/14-APR-2015	FRSL	104	15874	
FERR	456	1	W	1235-1325		201501	05-JAN-2015/14-APR-2015	FRSL	211	15895	
FERR	456	1	W	1335-1425		201501	05-JAN-2015/14-APR-2015	FRSL	211	15896	
FERR	456	1	M	1435-1525		201501	05-JAN-2015/14-APR-2015	ENGL	215	15054	
FERR	456	1	M	1535-1625		201501	05-JAN-2015/14-APR-2015	ENGL	215	15055	
FERR	456	1	M	1305-1355		201501	26-JAN-2015/30-MAR-2015	HIST	201	15499	
FERR	456	1	F	1035-1125		201501	30-JAN-2015/30-JAN-2015	EAST	211	16046	

FERR	456	1 F	1135-1225	201501	30-JAN-2015/30-JAN-2015	EAST	211	16053	
FERR	456	1 F	1205-1255	201501	13-MAR-2015/13-MAR-2015	HIST	215	7247	
FERR	456	1 T	1035-1125	201501	14-APR-2015/14-APR-2015	EAST	211	16046	
FERR	456	1 T	1135-1225	201501	14-APR-2015/14-APR-2015	EAST	211	16053	
FERR	456	1 F	1605-1755	EVENT	07-NOV-2014/07-NOV-2014		E5153		MEETING
FERR	456	1 F	1435-1755	EVENT	14-NOV-2014/04-DEC-2014		E4813		MEETING
FERR	456	1 F	1035-1255	EVENT	05-DEC-2014/05-DEC-2014		E5527		MEETING
FERR	456	1 F	1605-1755	EVENT	05-DEC-2014/05-DEC-2014		E5153		MEETING
FERR	456	1 M	0905-1255	EVENT	08-DEC-2014/08-DEC-2014		E6458		MEETING
FERR	456	1 M	1505-1655	EVENT	08-DEC-2014/08-DEC-2014		E6458		MEETING
FERR	456	1 T	0905-1655	EVENT	09-DEC-2014/09-DEC-2014		E6458		MEETING
FERR	456	1 WR	0905-1155	EVENT	10-DEC-2014/11-DEC-2014		E6458		MEETING
FERR	456	1 W	1235-1355	EVENT	10-DEC-2014/10-DEC-2014		E4355		MEETING
FERR	456	1 WR	1405-1655	EVENT	10-DEC-2014/11-DEC-2014		E6458		MEETING
FERR	456	1 F	0905-1655	EVENT	12-DEC-2014/12-DEC-2014		E6458		MEETING
FERR	456	1 F	1405-1655	EVENT	20-FEB-2015/20-FEB-2015		E5477		
FERR	456	1 T	1605-1755	EVENT	24-FEB-2015/24-FEB-2015		E6529		MEETING