Statement of Work

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| Date | 8/11/2023 |
| Client | Cherokee Nation Entertainment (CNE) |
| Job Name | WRD – Infield Tote Board & Porte Cochere Upgrade |
| Requested by | Roger Martin |
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Summary

Project consists of upgrading the Infield Tote Board video display along with refurbishing the Porte Cochere located at Cherokee Casio – Will Rogers Downs.

***Infield Tote Board Upgrade Summary:***

Contractor is to replace the infield message board with a 22ft wide x 8ft tall Samsung 10mm full color video message board capable of display stats and advertising content. Work includes removal and haul off of existing message board, repairing/resetting message board posts and structure, framing and installation of new Samsung 10mm message board, and relocation of video board equipment to video room.

***Porte Cochere Summary:***

Contractor is to replace all neon, chaser lighting, and signage lighting (Including the star) with LED, along with repainting the signage wall and structure leak repair.

Submittals and Manuals

1. Submit with bid a list of 2 projects of equal scope and references.
2. Lead times on all equipment.

Requirements of this section are:

1. Within twenty (20) calendar days after the date of award of the Contract, the Contractor shall submit to the CNE AV team for review.
2. The submission shall consist of five major sections with each section separated with index tabs. Each page in the submission shall be numbered chronologically and shall be summarized in the index.
3. The first section shall be the "Index," which shall include the project title and address, and name of the firm submitting the proposal.
4. The second section shall include a copy of the Installing Contractors’ valid Project Managers CTS-I Certification, a letter of the LED Manufacturer factory authorization & guaranteed service, and list of proposed instrumentation, if applicable, for testing to be used by the Contractor.
5. The third section shall contain an original factory data sheet for every piece of equipment in the specifications.
6. The fourth section shall contain a wiring designation schedule for each circuit leaving each piece of equipment and drawings showing system wiring plans.
7. The fifth section shall contain the complete listing of equipment being furnished, along with the value, so that those items can be identified as fixed assets by Cherokee Nation Entertainment.

Project Scope

This SOW covers the following components, activities, deliverables and assumptions. Included in this will be hardware procurement, labor to install new AV equipment, all required cabling, labeling of all equipment installed, all programming and configuration required, and customer training on system operation.

**Components:**

1. **Contractor Provided**

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| --- | --- | --- | --- |
| **Description** | **MFR** | **MFR P/N** | **QTY** |
| 22ft x 8ft Samsung 10mm Video Message Board |  |  |  |
| Message Board labor |  |  |  |
| Porte Cochere Signage Lighting LED Materials |  |  |  |
| Porte Cochere labor |  |  |  |
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1. **CNE Provided**

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| --- | --- | --- | --- |
| **Description** | **MFR** | **MFR P/N** | **QTY** |
| Data to Message Board (contractor to provide qty needed) |  |  |  |
| All electrical requirements (contractor to provide qty needed) |  |  |  |
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1. **Miscellaneous** – Contractor will provide all miscellaneous components to complete the install except the specific items listed in “CNE Provided” section above. This includes, but not limited to, cables, connectors, j-hooks, brackets, custom panels, labels, hardware, tie wraps, etc.
2. **SOW -** Contractor is to replace the infield message board with a 22ft wide x 8ft tall Samsung 10mm full color video message board capable of display stats and advertising content. Work includes removal and haul off-of existing message board, repairing/resetting message board posts and structure, framing and installation of new Samsung 10mm message board, and relocation of video board equipment to video room. Contractor is to replace all neon, chaser lighting, and signage lighting (Including the star) with LED, along with repainting the signage wall and structure leak repair.
3. **Programming/Training –** Contractor is responsible for programming the new Message board along with providing training for its operation.
4. **Preferred Brands/Models:**
	1. **Samsung 10mm LED Video Message Board**
	2. **Alternate brands to be considered would be Daktronics and Watchfire.**

**Tasks:**

1. **Pre-Install** – Contractor will meet with CNE to develop a project timeline and a systematic install approach.
2. **Installation** – Contractor will install all necessary components to complete the project. This will include components provided by CNE.
	* Conditions
		+ Due to Casino operational hours, project work hours must be approved by CNE before starting work.
		+ Work schedule will be coordinated with CNE.
		+ Contractor is responsible for keeping all work areas clean.
	* Cabling General - Contractor will install, terminate, and test all cabling needed to complete the project.
	* Equipment – Contractor is responsible for procuring and installing all components needed to complete the project. Label all equipment with appropriate names and network information as applicable.
3. **Testing & Commissioning** –
* Provide all instruments for testing and demonstrating in the presence of the owner. Check all circuits and wiring to verify they are free of shorts and grounds.
* The owner reserves the right to make independent tests of all equipment furnished to determine whether the equipment complies with the requirements specified herein and to accept or reject any or all the equipment based on the results thereby obtained.
* Check out and final connections to the system shall be made by a factory-trained technician in the employ of a manufacturer of the products installed. In addition, factory-trained technicians shall demonstrate operation of the complete system and each major component to the owner.
* System field wiring diagrams shall be provided to the owner by the system manufacturer prior to completion of the installation.
* Upon completion of the installation of the equipment, contractor shall provide to the owner a signed statement from the equipment manufacturer that the system had been tested and functions properly according to the specifications.
1. **Training** –
* Contractor shall provide a minimum of 2 hours of on-site training to CNE ITAV team and Will Rogers Casino Staff on all system functions.

**Deliverables:**

**(To be provided within 10 days of completion. 5% retainage will be withheld until all deliverables are met)**

1. Provide a letter of completion with the contractor’s workmanship warranty start and end dates.
2. Provide manufactures warranty information for each piece of equipment.
3. Provide all equipment manuals, any associated software, and any unused components to a CNE ITAV team member.
4. Provide all equipment serial numbers & MAC addresses.
5. Provide As Built documentation, to include but not limited to, device location information, wiring diagrams, network interface information for each device.
6. All Source Code. Source code and any modules within shall not be password protected.
7. Test Reports.
8. Service Contract (if applicable)

Key Requirements

* Contractor must keep TERO up to date on weekly basis.
* Must follow Samsung standards.
* An End of Day Update, via email, must be submitted daily to the CNE AV Team.
* Contractor has all necessary software tools to accomplish tasks associated with the project.
* Contractor understands and agrees to late night and/or overnight working hours if needed.
* No substitutions allowed unless owner permission is provided in writing.
* Payment to contractor shall not be authorized until all deliverables are met.
* Bid must include these two items:
	1. TERO Fee – ½ of 1% of total project cost.
	2. Non-native worker fee -- $25 per day, per non-native worker.