



**CITY OF MADISON HEIGHTS**

**LIBRARY FLEX SPACE, 240 W. 13 MILE RD.**

**DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL MEETING  
AGENDA**

**MARCH 13, 2026 AT 8:00 AM**

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**CALL TO ORDER**

**ROLL CALL**

**ADDITIONS/DELETIONS**

**APPROVAL OF MINUTES**

- [1.](#) MHDDA Regular Meeting Minutes 2-19-26

**MEETING OPEN TO THE PUBLIC**

**REPORTS**

**UNFINISHED BUSINESS**

- [2.](#) Downtown Clocktower Repair Project

**NEW BUSINESS**

**COMMITTEE REPORTS**

**TRAINING & EVENT OPPORTUNITIES**

- [3.](#) Main Street Oakland County: Main Street Approach Presentation & Training

**ADJOURNMENT**

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: [clerks@madison-heights.org](mailto:clerks@madison-heights.org) at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

MHDDA Regular Meeting  
Madison Heights, Michigan  
February 19, 2026

A MHDDA Regular Meeting was held on Thursday, February 19, 2026 at 8:00 AM at Library Flex Space, 240 W. 13 Mile rd.

PRESENT

- Mayor Corey Haines (arrived at 8:37 a.m.)
- Chair Yousif Jarbo
- Member Joseph Keys
- Member Joe Marando
- Member Melissa Marsh
- Member Lourdes Osorio-Lorenzo
- Member Lenea Renshaw
- Member Marija Ujkic
- Vice -Chair Michael Van Buren

ABSENT

- Member Gerry Hambright
- Member Michael Sheppard

OTHERS PRESENT

- Community and Economic Development Director Giles Tucker
- Deputy City Manager/City Clerk Cheryl Rottmann

**DDA-26-04. Excuse Member.**

- Motion to excuse Member Sheppard from today’s meeting.
- Motion by Vice-Chair Van Buren, Seconded by Member Keys.
- Voting Yea: Chair Jarbo, Member Keys, Member Marando, Member Marsh, Osorio-Lorenzo, Member Renshaw
- Absent: Mayor Haines, Member Hambright, Member Sheppard
- Motion carried.

**DDA-26-05. MHDDA Regular Meeting Minutes 1-15-26.**

- Motion to approve the MHDDA Meeting Minutes of January 15, 2026, as printed.
- Motion made by Vice -Chair Van Buren, Seconded by Member Marando.
- Voting Yea: Chair Jarbo, Member Keys, Member Marando, Member Marsh, Osorio-Lorenzo, Member Renshaw
- Absent: Mayor Haines, Member Hambright, Member Sheppard
- Motion carried.

**MEETING OPEN TO THE PUBLIC:**

David Eldridge and Mitchell Socia introduced themselves to the board and expressed why, as business owners in the DDA, they want to become members of the MHDDA board.

**Finance Report**

Director Tucker stated that the only expenditure after our last meeting was a \$2,000 Sign Grant reimbursement to Beauty Room 11 for their sign grant project approved at the April 17<sup>th</sup>, 2025, BRA/DDA Meeting. The MHHP has also provided its first invoice to the DDA since our amended renewal of the service agreement with them. An invoice seeking a total of \$675 for services was submitted.

**DDA-26-06. Clock Tower Repair & Replacement.**

Motion to authorize The Verdin Company for the Clock Tower Repair in the amount of \$14,500 and authorize up to \$10,000 for additional services, including electrical work.

Motion made by Member Marsh, Seconded by Vice -Chair Van Buren.

Discussion followed on the budget for the clock tower repair, the possibility of changing the clock face, cost of maintenance, new technology options, the type and life expectancy of the new battery, long-term costs and the long-term future of the clock tower.

Voting Yea: Mayor Haines, Chair Jarbo, Member Keys, Member Marando, Member Marsh, Osorio-Lorenzo, Member Renshaw, Member Ujkic, Vice -Chair Van Buren

Absent: Member Hambright, Member Sheppard

Motion carried.

**DDA-26-07. MSOC Partner Level Requirements & Benefits.**

Director Tucker reviewed the benefits of the MHDDA participating in Main Street Oakland County Partner Level, noting this will require greater commitment by the board. He outlined the milestones the MHDDA would have to obtain to become a Partner Level member of MSOC.

Motion to support Director Tucker to pursue the Main Street Oakland County Partner Level status on behalf of the MHDDA.

Motion made by Member Keys, Seconded by Member Ujkic.

Voting Yea: Mayor Haines, Chair Jarbo, Member Keys, Member Marando, Member Marsh, Osorio-Lorenzo, Member Renshaw, Member Ujkic, Vice -Chair Van Buren

Absent: Member Hambright, Member Sheppard

Motion carried.

**Committee Reports**

Promotions Committee - Director Tucker requested that any future events have a budget presented for the MHDDA board for approval.

**Board Comments**

Member Osorio-Lorenzo noted that her lease is up and she is currently looking to relocate, but it may have to be outside of the DDA. She will keep the MHDDA board informed on where she relocates.

In response to Chair Jarbo, Director Tucker stated that the holiday banners in the DDA are set to be taken down soon.

Member Keys stated that he is concerned about snow removal on 11 Mile Road and ongoing maintenance. Director Tucker advised the membership that a letter stating it was the property owner's responsibility for snow removal, went out to all properties prior to the winter season.

**ADJOURNMENT:**

Having no further business, Chair Jarbo adjourned the meeting at 9:07 a.m.

## Downtown Development Authority of City of Madison Heights

### Memorandum

**Date:** March 12, 2026

**To:** Downtown Development Authority Board Members

**From:** Giles Tucker, Community Development Director

**Subject:** Clock Tower Repair and Component Replacement

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#### **Clocktower Module & Clock Faces Replacement**

At our February 19<sup>th</sup> Regular DDA meeting the DDA board authorized me to spend up to \$25,000 for the repair of the clock tower. This limit was based on anticipated cost of a new module and clockfaces, that would not support chimes. Following the meeting, Mayor Haines received strong and positive feedback about the clock tower repair, but we also learned that it seems that a significant number of residents were really looking forward to the chimes. Considering the clock tower is arguably the most prominent feature of the downtown, and considering that the tones, songs and frequency of the bells are all adjustable with newer modules, I think the DDA should reconsider this additional feature.

Clocktower companies are relatively difficult to find, but we have been able to collect pricing from to companies Verdin and Lumichron. The following is a summary of these findings:

- **Verdin- \$30,700** (Updated LED backlighting for an additional \$7,598): The Verdin Company is the company that we originally purchased the clock tower from and has also performed past service work on the clock tower. Their module offers (8) eight different bell sounds and around 450 seasonal music options. It comes with a (5) five-year product and installation warranty.
- **Lumichron- \$27,300** (Updated LED backlighting pricing requested but not received as of 3-12-26): Apollo III 4- 190 pre-programmed tunes. (2) Two years on all parts and workmanship.

For a \$3,400 difference in costs, Verdin offer a wider selection of musical options and a better warranty on their projects and their installation, otherwise these options are very similar in functionality and features. Most importantly maintaining continuity with the same vendor helps ensure capability of parts, maintenance records, and future servicing of the clock mechanism.

#### **Clock tower Repainting**

To complete our improvements to the Clocktower we also sought quotes from commercial/industrial painters to remove rust, repaint and clean the bells. Thus far staff have met with two contractors to complete this work. Pricing for both contractors was close to, but under \$15,000.

### Unknown Costs

As this is a city job, all normal permitting will be required, but all fees will be waived. The clock tower replacement parts will require a lift rental and possibly electrician work, to be performed by City electrician CNS if necessary. Depending on the lift, rentals could cost around \$1,000 per day. To be safe, \$5,000 in costs should be built into the total anticipated cost to cover these contingencies.

### Staff Recommended Action

While Verdin Towers did not provide the least expensive proposal, moving forward with their proposal because maintaining the continuity of service for the clock tower helps ensure capability of parts, accurate record of past maintenance and servicing of the clock mechanism. For these reasons, staff recommend that DDA board approve the proposal provided by Verdin Towers for the replacement of the clock tower module, timepieces and clock hands, amplifier, speakers and install new LED moonglow backlighting for a **project cost of \$38,298 with a contingency of an additional \$5,000 for associated costs.**

Staff further recommend that the DDA board authorize staff to pay for rust removal, sealing and repainting of the clock tower for a **total not to exceed \$15,000.** The anticipated grand total for the completion of this project is \$58,298.

Company	Module That Includes Chimes	Option #1	Option #2	Estimated Frieght	Grand Total	Product & Installation Notes	Product Features & Warranty
Verdin	\$17,505.00	\$13,195.00	\$7,598.00	Included	\$30,700.00	Verdin Virtuoso Digital Carillon w/ Cloud Router. JBL 300 Watt Amplifier and <b>(4) Rectangular Horns with compression Driver Included.</b> (4) Four Minute Impulse Timepeices w/ new sets of H1 Hands Installed, If needed an additional \$13,195 <b>(Option 1)</b> . Upgraded LED Lighting for clocks including installation an additional \$7,598.00 <b>(Option 2)</b> .	Virtuoso Carrillion: 8 different bell sounds 450 seasonal music, many may be relious though. (5) Five year product and installation warranty.
Lumichron	\$21,300.00	\$5,900.00	Unknown	\$100.00	\$27,300.00	Wiring, shipping, & Lift to access the clock not included in the price. Shipping costs for parts expected to approximately \$75. Pricing for Chimes assumes that we would use existing speakers system.Option #1 is an add on for speakers	Apollo III 4- 190 pre-programmed tunes. (2)Two years on all parts and workmanship.

Company	No Chimes Module	Product Features & Warranty
Verdin	\$14,390.00	MCC3 Controller has identical features and 10 year lifetime warrant for built in lithium ion battery. No meaningful difference in product based on the specs.
Lumichron	\$13,700.00	Four (4) self-starting electric clock movements. One (1) Tempus III controller with a 10-year lifetime built-in lithium battery and corrects the time automatically after power outages, including Daylight Saving Time twice a year.

Company	\$	Notes
Induspray		
Commercial Painting Services		
Northstar Painting		
Seaway Painting	\$14,492.00	Scope of work includes pressure washing, cleaning rust failing coating or surface contaminants and applying a mastic coating system and urethane topcoat for a long lasting, protective, and durable finish to the structure.

VIRTUOSO CARILLON ORDER FORM



THE VERDIN COMPANY  
 1118 PENDLETON ST. | SUITE 500 | CINCINNATI, OH 45202  
 TOLL FREE: 800-543-0488 | FAX: 513-241-1855 | VERDIN.COM

DATE: March 12, 2026

SOLD TO: City of Madison Heights  
 CONTACT: Giles Tucker  
 ADDRESS: 300 West Thirteen Mile Road  
 CITY: Madison Heights  
 STATE: MI ZIP: 48071  
 TELEPHONE: (248) 670-0909

INSTALL AT: City of Madison Heights  
 CONTACT: Giles Tucker  
 ADDRESS: 300 West Thirteen Mile Road  
 CITY: Madison Heights  
 STATE: MI ZIP: 48071  
 TELEPHONE: (248) 837-2650

UNIT INFORMATION		QTY.	NOTES																							
MODEL	<u>Verdin Virtuoso Digital Carillon with Cloud Router</u>	1	The pricing listed below for both the total as well as the option will be honored until close of business at 5pm EST on March 31, 2026.  Per Section 5 of Terms & Conditions, Customer responsible for providing safe and secure access to location for carillon, speakers, and related components, as well as pre-installation of electrical conduit and wiring.																							
AMPLIFIER	<u>JBL 300 Watt Amplifier</u>	1																								
EXTERIOR SPEAKER	<u>Rectangular Projector Horn with Compression Driver</u>	4																								
INTERIOR SPEAKER																										
SPEAKER FRAME																										
REMOTE CONTROL																										
MUSIC PACKAGE	<u>Secular/Civic</u>																									
CUSTOM MUSIC																										
<b>OTHER OPTIONS/EQUIPMENT</b>																										
61-NOTE TOUCH SENSITIVE MUSICAL KEYBOARD																										
ORGAN INTERFACE																										
OTHER INPUT																										
BELL/CLOCK CONTROL INTERFACE	<u>Tower Clock Control Interface</u>	1																								
ENCLOSURE																										
GLOBAL POSITIONING SYSTEM																										
OTHER EQUIPMENT																										
OTHER EQUIPMENT	<u>Replacement Timepieces and Hands</u>	4																								
<b>BELL SHELLS</b>																										
	<table border="0"> <tr> <td>Size</td> <td>Qty.</td> <td>Size</td> <td>Qty.</td> </tr> <tr> <td>39"</td> <td></td> <td>16"</td> <td></td> </tr> <tr> <td>28"</td> <td></td> <td>13"</td> <td></td> </tr> <tr> <td>21"</td> <td></td> <td>10"</td> <td></td> </tr> <tr> <td>18"</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CLAPPER</td> <td></td> <td>PIPE DROP</td> <td></td> </tr> </table>	Size	Qty.	Size	Qty.	39"		16"		28"		13"		21"		10"		18"				CLAPPER		PIPE DROP		
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39"		16"																								
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18"																										
CLAPPER		PIPE DROP																								
INSTALLATION	<u>Installation by Verdin</u>																									
FREIGHT	<u>FREIGHT INCLUDED - FOB Verdin Factory</u>																									
ESTIMATED SHIP DATE	<u>~ 8 weeks from receipt of order and deposit</u> <u>All delivery dates subject to final acceptance by The Verdin Co.</u>																									
		"X" Below To Accept Option	<b>**PRICING HONORED UNTIL 5pm EST MARCH 31, 2026**</b>																							
Option #1	<u>Upgraded LED Lighting w/ light control interface for MCC3 - including installation revised 3/11/26.</u>		Option Cost \$7,598.00																							
		SUBTOTAL* (excluding tax) \$30,700.00																								
		EST. TAXES (actual taxes added to final invoice)																								
		50% DEPOSIT DUE WITH ORDER* \$15,350.00																								
		BALANCE DUE UPON SHIPMENT* \$15,350.00																								
Remit payment to: The Verdin Company, PO BOX 23129, Cincinnati, OH 45223-0129. Purchaser responsible for sales tax, or must provide Verdin with tax exemption certificate. Payments by credit card subject to 3.5% processing fee.		**Pricing will be honored until 5pm on March 31, 2026** *Add cost of accepted options to purchase price and deposit																								

TERMS and CONDITIONS OF SALE

Item 2.

**PURCHASE PRICE AND PAYMENT TERMS.** The total purchase price paid by Purchaser under this Agreement shall be the amount shown on the Order Form plus the price of any Options accepted by Purchaser (the Purchase Price). Payment by Purchaser for the Products specified on the Order Form (the Products) shall be made in U.S. dollars. Unless otherwise agreed to by the parties, payment terms are 50% deposit with Order, with the balance due upon shipment of the Products. Purchaser is responsible for sales tax, or must provide Verdin with tax exemption certificate. Verdin will not begin production of Products until it has received the deposit.

**CHANGE ORDERS.** Verdin, in its discretion, may accept any additions, deletions, or changes to this Agreement without invalidating this Agreement, provided that all such changes are authorized by a written amended purchase order signed by Purchaser and Verdin (the "Change Order"). Such Change Order shall specify any additional charges (or credits) to the Purchaser and the payment terms for such charges. The Change Order shall become effective only upon acceptance by an authorized Verdin representative.

**PURCHASER RESPONSIBLE FOR ELECTRICAL SERVICE AND WIRING.** Prior to installation of the Products, Purchaser is responsible for engaging its own electrician to provide dedicated electric service for the electronic carillon products and accessories in strict accordance with specifications provided by Verdin. Purchaser is also responsible for the advance installation of wiring and conduit, including speaker wiring, for the Products in accordance with wiring diagrams provided by Verdin. If Purchaser elects to re-use existing wiring or speakers, Purchaser will be responsible for ensuring that such wiring or speakers are functional and compatible with the Products. If Verdin's technician cannot complete installation of the Products on the scheduled date for installation as a result of a deficiency in electric service or wiring, Verdin will charge Purchaser an additional fee to complete the installation on a future date to be determined by Verdin.

**INSTALLATION.** If Purchaser elects to have Verdin install the Products, Verdin shall provide the labor and equipment necessary to complete installation; provided, however, that Purchaser shall provide at its own expense the following items and services prior to installation: (i) electric service, including dedicated 20-amp circuit for carillon base unit; (ii) all necessary electrical wiring in accordance with specifications furnished by Verdin including installation of #12 gauge speaker wiring, (iii) off-loading and safe storage of the Products at the job site; (iv) safe and secure access to the area in which the Products will be installed, including safe ladders or lift equipment as necessary; and (v) installation of Cat 5 ethernet cable, if required for connection of carillon to Purchaser's computer network.

**PROGRAMMING DURING INSTALLATION.** As part of its installation of the carillon, the Verdin technician will review the basic programming menus with Purchaser's designated representative and demonstrate how to program 2-3 routine functions so that Purchaser is able to make future programming updates using the system's on-screen programming manual.

**LIMITED WARRANTY.** Verdin warrants the Products to be free from defects in materials and workmanship for five years following the installation (or shipment in the case of Customer Installation), provided that such Products are maintained in accordance with instructions provided by Verdin. Purchaser's exclusive remedy for any nonconformities or defects in the Products within the warranty period will be limited to the repair or replacement, at Verdin's discretion, of any nonconforming or defective Products upon examination of such Products by Verdin. Verdin shall have a reasonable time to repair or replace any nonconforming or defective Products, including the time for the manufacture of replacement Products or replacement parts for such Products. This warranty is not applicable to any misuse, neglect, or natural disaster, such as lightning or fire. THIS WARRANTY IS IN LIEU OF ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY WITH RESPECT TO MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

**EXCEPTIONS TO WARRANTY.** Verdin's warranty does not apply to existing speakers, drivers, or other equipment that Purchaser chooses to re-use with the purchase of a new carillon system.

**NO LIABILITY FOR DAMAGES.** VERDIN IS NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING, WITHOUT LIMITATION, DAMAGES FOR ECONOMIC LOSS OR LOSS OF PROFITS INCURRED BY PURCHASER IN CONNECTION WITH ANY BREACH OF THIS AGREEMENT BY VERDIN EVEN IF PURCHASER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

**LATE FEE.** Verdin reserves the right to charge Purchaser a late payment penalty fee equal to ten percent (10%) of the amount of all invoices that are not paid within thirty (30) days of their due date under this Agreement.

**GOVERNING LAW.** Any dispute or default arising under this Agreement shall be governed by the laws of the State of Ohio with venue in the Circuit Court of Hamilton County, Ohio.

**ENTIRE AGREEMENT.** This Agreement constitutes the entire understanding between the parties and supersedes all prior representations or agreements, written or oral, between the parties.

Purchaser \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\*Pricing will be honored until 5pm EST on March 31, 2026**

Please sign and return **BOTH** pages of the order form.

By e-mail to:  
orderadmin@verdin.com

Sales Representative: Pat Dochenetz

By regular mail to:  
The Verdin Co.  
1118 Pendleton St., Suite 500  
Cincinnati, OH 45202  
ATTN: Order Processing

**QUOTATION**

01/15/2026

Giles Tucker  
11 Mile & John R Clock Tower  
Tel: 248-583-0831  
[gilestucker@madison-heights.org](mailto:gilestucker@madison-heights.org)

**Clock Repair:**

Four (4) self-starting electric clock movements. These clock movements have stainless steel spindles, composite gears, and self-lubricating nylon bushings.

Hand fixings to fit onto the new clock movements.

One (1) digital Apollo III controller featuring advanced scheduling capabilities, including night and weekend silencing, as well as manual controls for special events such as funeral tolling, wedding peals, call to Mass, and hourly striking. The Digital Bell System includes over 190 pre-programmed tunes, offering a wide range of options such as Angelus, Westminster chimes, holiday favorites, and more. The system can be customized to ring chimes at specific hours or for special occasions, based on your unique needs. In addition, the controller can be accessed remotely from any location with Wi-Fi or cellular service, allowing you to operate it conveniently via a VNC app on a computer or mobile device. Clients' existing speakers and amplifier will be utilized.

Installation by Lumichron will be provided on site. A Lumichron installer will bring the proper installation hardware with him and ensure a proper installation and hook up. The digital bell system will be running by the time the installation is complete as well as training on the digital bell controller (if power is supplied). The installer will make final connections to Lumichron supplied parts.

The price for these parts and installation will be \$21,300.00. This price excludes electrical wiring, internet connection, and a lift to access the bell tower/desired speaker location.

Terms & Warranty on next pages.

Please call us if you have additional questions or we can be of service. Thank you so much for considering Lumichron!



### TERMS of SALE & WARRANTY

**TERMS:** 50% of the total is due as a deposit unless otherwise noted. Our receipt of this down payment and signed quote will initiate your order. 25% is due prior to shipping/delivery and the balance is due Net 30 days after completion of installation by Lumichron.

**CREDIT CARD PAYMENTS:** Payments by credit card incur a 3.5% processing fee. Visa & Mastercard only.

**SALES TAX NOTE:** Purchaser is responsible for Sales Tax. The price of our product excludes sales tax outside the State of Missouri.

**QUOTE VALID** for 60 days.

**FREIGHT SHIPPING** is not included unless otherwise noted. A loading dock or forklift must be available to unload freight shipments or Buyer must notify Seller to request liftgate service. While call ahead can be requested, we make no guarantees that any delivery service will comply with this request. Client must make arrangements to accept shipments unless otherwise agreed upon. If Lumichron is to make special arrangements to receive freight, an additional fee will apply. If client rejects the freight shipment for any reason except for damage and a redelivery is required, the redelivery fee from our chosen freight company will be passed onto the client unless otherwise agreed upon in writing.

#### **CRANES, LIFTS, & OTHER EQUIPMENT:**

The rental, acquisition, insurance and any related aspects of required cranes, scaffolding, ladders, or other extraordinary equipment are the sole responsibility of the Buyer. When specified by the Proposal/Contract, and for an additional agreed-upon fee, Seller will procure these services as agent of the Buyer.

**REGULATIONS & CODES:** Compliance with federal, state, and local building codes or regulations is the sole responsibility of contractor(s), Buyer, or agent of Buyer. Lumichron does not assume any liability or responsibility for violations thereof.

**DELAYS:** The Seller shall not be responsible for delays caused by unavailability of material, labor troubles weather occurrences, transportation or shipping interruptions, fire, earthquake, or other events beyond Seller's control. The Buyer will be responsible for delays caused by inaccessibility to the work site and/or the failure to provide electrical wiring, cranes, lifts, scaffolding, or other extraordinary equipment in a timely manner. If delays arise due to delayed, or incorrect wiring, a fee will apply and in the event that the Buyer or agents of the Buyer change the date of installation after travel arrangements for such installation have already been made by Lumichron.

**WARRANTY:** Two years on all parts and workmanship. Does not include: service, labor or shipping costs, from date of delivery. All parts are tested prior to shipping. If within the warranty period, a defect in the part(s) provided by Seller occurs and Buyer notifies Seller of the defect, Buyer will need to ship the parts to Seller for testing. If Seller determines the part(s) are defective, Seller will promptly replace or repair part(s). If Seller determines the parts(s) are defective due to improper usage or installation by Buyer, Seller can repair or replace parts at Buyer's expense. If parts are determined to not be defective, Seller will ship part(s) back to Buyer at Buyer's expense.

**INSTALLATION:** Our warranty does not include the installation of our clocks unless performed by Lumichron. If Movement and Controller fail due to exposure to water or moisture (which can occur if



there is incorrect installation of cover box) it is not covered by our warranty nor the manufacturer's warranty. The standard protocol for electrical and electronic equipment is: Keep away from moisture or water, or places where it could come in contact with water or moisture. Use a licensed electrician for installation and primary electrical connections. Installation price excludes electrical wiring and a lift to access the clock level. This covers one mobilization unless otherwise noted by Lumichron.

**CLIENT RESPONSIBILITIES:** (1.) The client is required to provide electrical wiring to Lumichron supplied clock controller as well as wiring from Lumichron supplied clock controller to the clock movement locations. Electrical wiring must be in place prior to Lumichron's arrival. Lumichron will make all final connections provided the wiring is in place at the time of installation. If the required electrical wiring is not in place when our installers arrive, the client will need to make final connections. Client may request to have an Lumichron installer make final connections at a later date for an additional charge. (2.) The client is required to provide a lift to access clock level (if needed). (3.) The client is required to provide any street, sidewalk, or any other permits required for this work. (4.) The client is required to provide a hard wire internet connection to the Apollo III controller.

**INSURANCE:** Lumichron is a fully insured clock company. Upon acceptance of our proposal, we will supply you with our certificate of insurance.

**RETURNS:** Since most of our clocks are custom-built, returns are not accepted.

**Accepted by:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Typed or Printed Title