

Augusta-Richmond County Superior Court

Proposal

Augusta-Richmond County Superior Court Grand Jury Room

08-10-2023

Mr. Darrius Hughley
Street Address: 735 James Brown Blvd
City: Augusta
State: Georgia
Zip Code: 30901
Phone: (706) 821-2528
Email: hughley@augustaga.gov



1350 NE 56th Street, Suite 300
Ft. Lauderdale, FL 33334



Sales: (800) 834-7674
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Proposal Information

Title of Proposal:

Augusta-Richmond County Superior Court Grand Jury Room

Proposal Total:

\$30,175.00

BIS Digital Proposal Reference ID:

P-2300417

Intended Recipient Name (Attention To):

Mr. Darrius Hughley

Drop-off Location (Building Name):

Augusta-Richmond County Courthouse

Delivery Address:

735 James Brown Blvd
Augusta, Georgia, 30901

Submitting Organization Information

Name:

Business Information Systems, Inc. DBA: BIS Digital

Address:

1350 NE 56th Street, Suite 300
Fort Lauderdale, FL 33334

Phone:

(800) 834-7674
(954) 493-7377

Email:

sales@bisdigital.com

Account Manager Phone:

(800) 834-7674 x. 4518

Website:

www.bisdigital.com

Fax:

(877) 858-5611

Account Manager:

Dan Meyer

Date:

August 10, 2023

Bill of Materials

Account Name:

Augusta-Richmond County Superior Court (GA)

Quote Name:

I - AUG 2023 - Q-8023874 - Grand Jury Room Option: A - Courthouse - Augusta-Richmond County Superior Court

Quote Number:

Q-8023874

Quote Amount:

\$30,175.00

Date:

8/10/23

Quote Expiration Date:

2/9/24

Account Rep:

Dan Meyer

Account Rep Email:

dan.meyer@bisdigital.com

Account Rep Phone:

(800) 834-7674 x4518

| Item | Product Code | Qty | Unit Price | Total Price |
|--|------------------------------|------|------------|--------------|
| LRS All-In-One Video Conferencing Bar | BIS-LRS-VCB-USB | 1.00 | \$4,499.00 | \$4,499.00 |
| 4K/60 HDMI DTP Receiver (230ft) | BIS-EXTRN-DTP-HDMI-4K-230-RX | 2.00 | \$650.00 | \$1,300.00 |
| LRS Mic Pod w/ Mount (White) | BIS-LRS-M-M-W | 2.00 | \$995.00 | \$1,990.00 |
| Wireless BYOD Device (Mini) | BIS-CYNAP-PURE-MINI | 1.00 | \$990.00 | \$990.00 |
| 55" Commercial Display 4K | BIS-D-4K-55-C | 4.00 | \$1,750.00 | \$7,000.00 |
| 4K/60 HDMI Switcher 2x1 Ethernet Monitoring and Control | BIS-EXTRN-HDMI-SW-2X1 | 1.00 | \$650.00 | \$650.00 |
| 4K/60 HDMI Distribution Amplifier 1x4 | BIS-EXTRN-DA4-HD-4K | 1.00 | \$1,200.00 | \$1,200.00 |
| Fixed Wall Mount for Flat Panel Series 2 (45" to 85") | BIS-TVM-FW45/85-S2 | 4.00 | \$110.00 | \$440.00 |
| 4K/60 HDMI DTP Transmitter (230ft) | BIS-EXTRN-DTP-HDMI-4K-230-TX | 2.00 | \$650.00 | \$1,300.00 |
| HDMI Cable Series 2 (3ft.) | BIS-HDMI-3FT-S2 | 6.00 | \$17.00 | \$102.00 |
| HDMI Cable Series 2 (6ft.) | BIS-HDMI-6FT-S2 | 4.00 | \$20.00 | \$80.00 |
| HDMI Cable Series 2 (15ft.) | BIS-HDMI-15FT-S2 | 6.00 | \$33.00 | \$198.00 |
| 30' LRS USB Extension Cable | BIS-LRS-USB-EC-30FT | 1.00 | \$500.00 | \$500.00 |
| 25' Shielded CAT6 Patch Cable Plenum | BIS-CAT6-SPC-25-P | 2.00 | \$146.00 | \$292.00 |
| Installation Supplies | BIS-INST-SUP | 1.00 | \$298.04 | \$298.04 |
| Shipping/Handling | S/H | 1.00 | \$1,437.87 | \$1,437.87 |
| On-site Setup, Installation and Training | SIT | 1.00 | \$6,930.00 | \$6,930.00 |
| Annual ON-SITE SUPPORT (Includes Hardware Replacement) - Contract to be Issued Upon Installation | NMNT-OS-HRDW | 1.00 | \$2,540.85 | \$2,540.85 |
| % DISCOUNT | PCT-DISCOUNT | | | (\$1,572.76) |

| Item | Product Code | Qty | Unit Price | Total Price |
|------|--------------|-----|------------|-------------|
|------|--------------|-----|------------|-------------|

Subtotal: \$31,747.76
Discounts: - \$1,572.76
Total (Before Tax): \$30,175.00

Proposal Terms and Conditions

| | |
|---------------------------|---|
| Proposal ID | P-2300417 |
| Effective Period | This proposal is valid through 02-05-2024. |
| Tax Status | Sales tax will be added to an invoice unless a Tax-Exempt Form is on file with the BIS Digital corporate office. |
| Deposit | All orders above \$5,000 require a 50% deposit. Once the deposit for an order is received by BIS Digital, installation scheduling and shipment of goods will occur. |
| Payment Terms | Payment for the delivery of goods is due upon the transfer of possession of the goods to the buyer or its agent. Payment of services is due when all services have been fully performed in accordance with the terms of the agreement. The buyer shall promptly inspect the goods or services upon receipt and shall notify BIS Digital of any defects or non-conformities. An ACH number will be provided for payment. |
| Cancellation | <p>In the event a customer cancels or postpones an order after a deposit has been received, BIS Digital reserves the right to invoice for hardware, software, shipping costs, and any other materials procured for the order.</p> <p>Restocking Fee: A 20% restocking fee will be charged for all canceled orders.</p> |
| Limited Warranty | New software supplied by BIS Digital are covered for 90 days from the date of installation. New hardware supplied by BIS Digital are covered for 90 days from the date of delivery. Manufacturer Warranties do not cover On-Site Technical Support, Shipping costs, or Software upgrades. |
| Software Assurance | Annual Software Assurance entitles users to software upgrades at a fixed fee assessed at time of purchase. |
| Substitutions | Unforeseen supply chain disruptions or component shortages may impact the availability of goods. As a result, some items may require substitution and may be subject to price and/or delivery time variances. In these instances, BIS Digital will consult with the customer about options and alternatives |



Proposal P-2300417 Accepted By

Full Name (Print):

Title:

Signature:

Date:

PLEASE NOTE:

By signing above and or providing a purchase order number below, your organization is agreeing to the above scope of work, pricing, terms, and conditions, and is authorizing BIS Digital, Inc. to order, install, and bill for ALL materials and applicable services listed in this proposal: P-2300417.

Accounts Payable Information

Full Name (Print):

Phone Number:

Email Address:

Fax Number:

Purchase Order Required for Purchasing?

Purchase Order Number:

YES

NO

Installation (I) - BIS-3000868

Augusta-Richmond County Superior Court

Dan Meyer
dan.meyer@bisdigital.com

Grand Jury Room Option: A

Will this Scope of Work apply to multiple rooms?

No -- This scope does NOT consider multiple rooms.

Is the client planning to record with DCR?

No -- DCR recording is not required in this system.

Network Approval Process?

No

Will an IT Administrator or someone with knowledge of the network be available at the time of installation?

N/A -- Network infrastructure is not needed for the scope of this system.

Were the end-to-end workflows of the room, the existing system, and how the new system will be installed to satisfy workflow needs documented for client review and approval?

Yes -- A full description has been documented below.

Installation (I) Description / Notes:

BIS to install four (4) 55" monitors on front wall and side walls of Grand Jury Room.
BIS to install one (1) Logitech Rally Bar setup mounted on top of display for Zoom/WebEx and Teams calls.
Client will also use the HDMI hub if desired to connect HDMI source for display.
Client will have the option for wireless BYOD presentation.
Microphone and speaker locations to be determined by client and BIS tech for best audio.

General Scope of Work Description for Installations

BIS Digital is committed to delivering high-quality AV systems that meet the needs of our clients; our Scope of Work process is an integral part of this commitment. Please note that this document is intended as a preliminary assessment only and may be subject to a final technical assessment of your requirements. Its use is limited to the purpose of allowing you to verify, via signature, whether the listed equipment, software, and installation needs were accurately recorded. The final implementation of equipment and functionality may vary due to factors including but not limited to: budget, infrastructure, and manufacturer constraints. This document does not provide any implied or express warranties, and BIS Digital accepts no liability for any reliance on the information contained within it beyond its intended purpose as an initial work assessment. Unless otherwise specified, the following section lists BIS Digital and client responsibilities for a standard installation.

BIS Digital will be responsible for the following:

- Provision of all necessary labor, supervision, tools, equipment, materials, services, testing, and other expenses for the successful installation and delivery of a complete and operable A/V solution.
- Performance of all work as described in the scope of work, including installation and testing of specified equipment and final circuit terminations in the head-end equipment racks.
- Project management, personnel, supervision, staff, labor, installation planning, scheduling, documentation, installation quality, and testing devices as required to complete the work.
- Furnishing of specified equipment, with the caveat that BIS Digital reserves the right to bill for equipment as stored materials when delivery or installation is not possible.
- Recommendation for the installation of dedicated electrical power at the head-end, end-user equipment, or at the location of final control(s).
- Production of deliverables and any substitutions on a schedule established under a purchase agreement.

The client will be responsible for the following:

- Preparation of the installation site, including but not limited to carpentry, network connection installation, and electrical work.
- Provision of scaffolds, ladders, or high-reach equipment for installation work in ceilings over 14 feet. BIS Digital will quote rental equipment as needed or upon request.
- Responsibility for any external noise or factors creating noise within the systems not exposed by installed electronic equipment.
- Ensuring that installation structures will support the weight of equipment, including but not limited to wall-mounted displays, hanging loudspeakers, and equipment racks.
- If required, customer-provided contractors will be responsible for the provision, hanging, and installation of all rigid electrical junction boxes, AC power, relay switches, conduits, and any structural reinforcement means as required for the proposed systems.

By signing below, I certify that I am an authorized signer for Augusta-Richmond County Superior Court and have reviewed and approve the Scope of Work provided by BIS Digital. I understand that this Scope of Work defines the equipment requirements for the project, and certify this document accurately captures the needs of my organization. I also acknowledge that any changes to the Scope of Work must be approved in writing by all parties involved.

Client Name _____ Signature _____ Date _____

Installation Overview

BIS Digital is committed to delivering high-quality AV systems that meet the needs of our clients; our installation process is an integral part of this commitment. The following section is a general overview of the steps we take to ensure a seamless experience. Note: The final schedule is determined with the client after a proposal is accepted and a purchase order is received.

Our installation process begins with careful planning and design to ensure that the AV system meets the needs of the end users and is properly integrated into the space. This includes conducting site surveys to assess the physical space and infrastructure, as well as working with clients to understand their specific needs and requirements. In circumstances where we are not able to conduct a technical walkthrough pre-quotation or believe the project would benefit from an additional review, we will coordinate a site survey at the client's earliest convenience. This allows us to properly assess the physical space and infrastructure, and solidify whether any site preparations need to be made in advance, such as providing lockable storage or installing power outlets as needed to support the AV system. Product orders will commence immediately following this final site review meeting and can take 2-3 weeks, depending on manufacturing and shipping times.

Once the site is prepared, BIS Digital will connect and configure all hardware and software components of the AV system. All work will be performed by BIS Digital Technicians only, with no subcontractors. This may include installing and configuring audio processors, amplifiers, and control systems, as well as integrating the AV system with other building systems as applicable. Installation times can range from two days to two weeks per room depending upon the complexity of the system and environment. Custom programming and support will be provided by BIS Digital programmers, who will be available throughout the installation period and for routine performance upgrades and maintenance through remote service. BIS Digital follows all local building codes and regulations when performing work and ensures that all components are installed safely and securely.

After all elements are installed and tested, our technicians will provide user training to ensure that all end users are comfortable operating the AV system. The scope of training will vary depending on the complexity of the project and the number of users who need to be trained. This may include hands-on training sessions, demonstrations, and the creation of user manuals or other documentation as needed. Ongoing training can also be provided through an on-site service or remote service agreement if desired. Our goal is to ensure that all end users have the knowledge and skills they need to effectively use and maintain the AV system.

Support and Service Overview

At BIS Digital, we are committed to meeting our customers' service and support requirements and honoring all product warranties. We also offer comprehensive maintenance programs that include on-site and remote support, service, and training in addition to warranty fulfillment. Complete details are available upon request.

We have a 24/7 toll-free service hotline staffed by experienced technical service representatives, as well as options for placing service calls directly on our website or by phone. In most cases, we can resolve issues over the phone or in a video conference, but there may be times when an on-site visit is necessary. We use hosted customer relationship management (CRM) software to track the performance of our supported systems and our customers' services. Our technicians receive service calls through our internal service coordinator, and the cost of service coverage depends on the customer's service agreement. When a service call is completed, an automated email is sent to the customer with the results.

To ensure that we're responding quickly and efficiently to our customer requests and service issues, we've also implemented a Service Level Management Escalation Policy that outlines how we handle different levels of severity and how we communicate with our customers. Sometimes, we may need to escalate issues for technical or managerial reasons. Technical escalations involve bringing in additional expertise to resolve technical problems as quickly as possible, while managerial escalations involve higher levels of decision-making authority to address procedural or behavioral obstacles that may be holding up the resolution of a situation.

To optimize these systems, we ask every customer to contact the Technical Support Center first:

(800) 715-1234
Support@BISDigital.com

In the event a BIS Digital technical support representative does not respond in a prompt manner (within 8 business hours), customers can escalate their service issue to the contacts below.

Account Manager – Dan Meyer
(800) 834-7674 x. 4518

Technical Services Manager – Gary Jones
(800) 834-7674 x. 4513

President – Steve Coldren
(800) 834-7674 x. 4504