



Nancy

Print Form

**Sole Source Justification (Reference Article 6, Procurement Source Selection Methods and Contract Awards, § 1-10-56 SOLE SOURCE PROCUREMENT)**

Vendor: BIS DIGITAL E-Verify Number: 315365

Commodity: AV ADD ON EQUIPMENT

Estimated annual expenditure for the above commodity or service: \$ 29,718.98

Initial all entries below that apply to the proposed purchase. Attach a memorandum containing complete justification and support documentation as directed in initialed entry. (More than one entry will apply to most sole source products/services requested).

- \_\_\_\_\_ 1. SOLE SOURCE REQUEST IS FOR THE ORIGINAL MANUFACTURER OR PROVIDER, THERE ARE NO REGIONAL DISTRIBUTORS. (Attach the manufacturer's written certification that no regional distributors exist. Item no. 4 also must be completed.)
- \_\_\_\_\_ 2. SOLE SOURCE REQUEST IS FOR ONLY THE AUGUSTA GEORGIA AREA DISTRIBUTOR OF THE ORIGINAL MANUFACTURER OR PROVIDER. (Attach the manufacturer's — not the distributor's — written certification that identifies all regional distributors. Item no. 4 also must be completed.)
- \_\_\_\_\_ 3. THE PARTS/EQUIPMENT ARE NOT INTERCHANGEABLE WITH SIMILAR PARTS OF ANOTHER MANUFACTURER. (Explain in separate memorandum.)
- \_\_\_\_\_ 4. THIS IS THE ONLY KNOWN ITEM OR SERVICE THAT WILL MEET THE SPECIALIZED NEEDS OF THIS DEPARTMENT OR PERFORM THE INTENDED FUNCTION. (Attach memorandum with details of specialized function or application.)
- MS \_\_\_\_\_ 5. THE PARTS/EQUIPMENT ARE REQUIRED FROM THIS SOURCE TO PERMIT STANDARDIZATION. (Attach memorandum describing basis for standardization request.)
- \_\_\_\_\_ 6. NONE OF THE ABOVE APPLY. A DETAILED EXPLANATION AND JUSTIFICATION FOR THIS SOLE SOURCE REQUEST IS CONTAINED IN ATTACHED MEMORANDUM.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the service or material described in this sole source justification be authorized as a sole source for the service or material.

Name: Mary Smith Department: Superior Court Date: 10/13/23

Department Head Signature: [Signature] Date: 10/13/2023

Approval Authority: [Signature] Date: 10/17/23

Administrator Approval: (X) required — not required Date: \_\_\_\_\_

COMMENTS: Require Commission Approval



## Augusta Judicial Circuit

Superior Court Administration  
735 James Brown Blvd., Suite 2200  
Augusta, Georgia 30901

Office of Court Administrator  
Nolan E. Martin

Telephone (706)849-3738  
FAX (706)849-3739

### MEMORANDUM

October 13, 2023

TO: Geri Sams – Procurement  
Takiyah Douse, Interim Administrator

FROM: Nolan E. Martin – Court Administrator

RE: Sole Source – BISDigital

The Courts within the Judicial Center have utilized BISDigital for our audio-visual systems upgrade which now is in seven courtrooms, two conference rooms, and the arraignment rooms at the jail. Part of our on-going project includes parity between the courtrooms so that any type of criminal trial can be held in any courtroom, hdmi expanders to accommodate input from multiple sources, and preventative care for the monitors. Since BISDigital provided the recent equipment and installation, they are uniquely positioned to provide these services. Augusta Information Technology has signed off on the proposal and Superior Court has the budgeted funds to cover the expenditure.

Thank you for your favorable consideration. Should you have any questions or need further information, please do not hesitate to call on me.

Richmond and Burke Counties



## **Augusta-Richmond County Superior Court**

### **Proposal**

### **Augusta-Richmond County Superior Court A/V Setups**

**10-10-2023**

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Mr. Nolan Martin  
Street Address: 735 James Brown Blvd  
City: Augusta  
State: Georgia  
Zip Code: 30901  
Phone: (912) 213-0868  
Email: nmartin@augustaga.gov



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



Sales: (800) 834-7674  
Support: (800) 715-1234



Email: [info@bisdigital.com](mailto:info@bisdigital.com)  
Web: [www.bisdigital.com](http://www.bisdigital.com)



## Proposal Information

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**Title of Proposal:**

Augusta-Richmond County Superior Court A/V Setups

**Proposal Total:**

\$29,718.98

**BIS Digital Proposal Reference ID:**

P-2300531

**Proposal Due Date:**

**Drop-off Location (Building Name):**

Augusta-Richmond County Courthouse

**Intended Recipient Name (Attention To):**

Mr. Nolan Martin

**Delivery Address:**

735 James Brown Blvd  
Augusta, Georgia, 30901

## Submitting Organization Information

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**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:**

October 10, 2023

## Proposal Summary

Quote Number	Brief Description	Quote Amount
Q-8023873	Courtroom 2G Display	\$11,060.83
Q-8024302	Courtroom 3H Display	\$11,060.83
Q-8024314	Courtroom 2G Articulating Arms	\$1,717.69
Q-8024315	Courtroom 2F Articulating Arms	\$766.44
Q-8024316	Courtroom 3E Articulating Arms	\$766.44
Q-8024317	Courtroom 3H Articulating Arms	\$766.44
Q-8024319	Courtroom 2G Input Expanders	\$3,580.31
TOTAL		\$29,718.98



## Bill of Materials

**Account Name:**

Augusta-Richmond County Superior Court (GA)

**Quote Name:**

I - AUG 2023 - Q-8023863 - Courtroom 2G Option: A - Courthouse - Augusta-Richmond County Superior Court (GA)

**Quote Number:**  
Q-8023863

**Quote Amount:**  
\$11,060.83

**Date:**  
10/5/23

**Quote Expiration Date:**  
4/4/24

**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
75" Commercial Display   4K	BIS-D-4K-75-C	1.00	\$3,800.00	\$3,800.00
40"-90" Commercial Grade Full Motion Wall Mount   150lbs Max	BIS-CGD-WMT-FM-40-90	1.00	\$799.00	\$799.00
Annotation Presentation System Receiver (Series 2)	BIS-CYNAP-REC	1.00	\$2,025.00	\$2,025.00
HDMI Cable Series 2 (3ft.)	BIS-HDMI-3FT-S2	1.00	\$17.00	\$17.00
Installation Supplies	BIS-INST-SUP	1.00	\$99.36	\$99.36
Shipping/Handling	S/H	1.00	\$464.87	\$464.87
On-site Setup, Installation and Training	SIT	1.00	\$3,564.00	\$3,564.00
Annual ON-SITE SUPPORT (Includes Hardware Replacement) - Contract to be Issued Upon Installation	NMNT-OS-HRDW	1.00	\$873.75	\$873.75
% DISCOUNT	PCT-DISCOUNT			(\$582.15)

**Subtotal:** \$11,642.98

**Discounts:** - \$582.15

**Total (Before Tax):** \$11,060.83



## Bill of Materials

**Account Name:**

Augusta-Richmond County Superior Court (GA)

**Quote Name:**

I - AUG 2023 - Q-8023863 - Courtroom 3H Option: A - Courthouse - Augusta-Richmond County Superior Court (GA)

**Quote Number:**

Q-8024302

**Quote Amount:**

\$11,060.83

**Date:**

10/5/23

**Quote Expiration Date:**

4/4/24

**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
75" Commercial Display   4K	BIS-D-4K-75-C	1.00	\$3,800.00	\$3,800.00
40"-90" Commercial Grade Full Motion Wall Mount   150lbs Max	BIS-CGD-WMT-FM-40-90	1.00	\$799.00	\$799.00
Annotation Presentation System Receiver (Series 2)	BIS-CYNAP-REC	1.00	\$2,025.00	\$2,025.00
HDMI Cable Series 2 (3ft.)	BIS-HDMI-3FT-S2	1.00	\$17.00	\$17.00
Installation Supplies	BIS-INST-SUP	1.00	\$99.36	\$99.36
Shipping/Handling	S/H	1.00	\$464.87	\$464.87
On-site Setup, Installation and Training	SIT	1.00	\$3,564.00	\$3,564.00
Annual ON-SITE SUPPORT (Includes Hardware Replacement) - Contract to be Issued Upon Installation	NMNT-OS-HRDW	1.00	\$873.75	\$873.75
% DISCOUNT	PCT-DISCOUNT			(\$582.15)

**Subtotal:** \$11,642.98

**Discounts:** - \$582.15

**Total (Before Tax):** \$11,060.83



## Bill of Materials

**Account Name:**

Augusta-Richmond County Superior Court (GA)

**Quote Name:**

A - OCT 2023 - Q-8024314 8024315 8024316 8024317 - Courtroom 2G Option: A - Courthouse - Augusta-Richmond County Super

**Quote Number:**

Q-8024314

**Quote Amount:**

\$1,717.69

**Date:**

10/11/23

**Quote Expiration Date:**

4/11/24

**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
25.6" Swing-Arm Monitor Desk Mount   100x100 VESA	BIS-SWDM-VEA-100x100	2.00	\$377.00	\$754.00
Installation Supplies	BIS-INST-SUP	1.00	\$11.31	\$11.31
Shipping/Handling	S/H	1.00	\$52.78	\$52.78
On-site Setup, Installation and Training	SIT	1.00	\$990.00	\$990.00
% DISCOUNT	PCT-DISCOUNT			(\$90.40)

**Subtotal:** \$1,808.09

**Discounts:** - \$90.40

**Total (Before Tax):** \$1,717.69





## Bill of Materials

**Account Name:**

Augusta-Richmond County Superior Court (GA)

**Quote Name:**

A - OCT 2023 - Q-8024314 8024315 8024316 8024317 - Courtroom 2F Option: A - Courthouse - Augusta-Richmond County Super

**Quote Number:**

Q-8024315

**Quote Amount:**

\$766.44

**Date:**

10/11/23

**Quote Expiration Date:**

4/11/24

**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
25.6" Swing-Arm Monitor Desk Mount   100x100 VESA	BIS-SWDM-VEA-100x100	2.00	\$377.00	\$754.00
Shipping/Handling	S/H	1.00	\$52.78	\$52.78
% DISCOUNT	PCT-DISCOUNT			(\$40.34)

**Subtotal:** \$806.78  
**Discounts:** - \$40.34  
**Total (Before Tax):** \$766.44



## Bill of Materials

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**Account Name:**

Augusta-Richmond County Superior Court (GA)

**Quote Name:**

A - OCT 2023 - Q-8024314 8024315 8024316 8024317 - Courtroom 3E Option: A - Courthouse - Augusta-Richmond County Super

**Quote Number:**

Q-8024316

**Quote Amount:**

\$766.44

**Date:**

10/11/23

**Quote Expiration Date:**

4/11/24

**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
25.6" Swing-Arm Monitor Desk Mount   100x100 VESA	BIS-SWDM-VEA-100x100	2.00	\$377.00	\$754.00
Shipping/Handling	S/H	1.00	\$52.78	\$52.78
% DISCOUNT	PCT-DISCOUNT			(\$40.34)

**Subtotal:** \$806.78

**Discounts:** - \$40.34

**Total (Before Tax):** \$766.44

## Bill of Materials

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**Account Name:**

Augusta-Richmond County Superior Court (GA)

**Quote Name:**

A -OCT 2023 - Q-8024314 8024315 8024316 8024317 - Courtroom 3H Option: A - Courthouse - Augusta-Richmond County Super

**Quote Number:**

Q-8024317

**Quote Amount:**

\$766.44

**Date:**

10/11/23

**Quote Expiration Date:**

4/11/24

**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
25.6" Swing-Arm Monitor Desk Mount   100x100 VESA	BIS-SWDM-VEA-100x100	2.00	\$377.00	\$754.00
Shipping/Handling	S/H	1.00	\$52.78	\$52.78
% DISCOUNT	PCT-DISCOUNT			(\$40.34)

**Subtotal:** \$806.78

**Discounts:** - \$40.34

**Total (Before Tax):** \$766.44



## Bill of Materials

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**Account Name:**

Augusta-Richmond County Superior Court (GA)

**Quote Name:**

I - OCT 2023 - Q-8024319 - Courtroom 2G Option: A - Courthouse - Augusta-Richmond County Superior Court

**Quote Number:**

Q-8024319

**Quote Amount:**

\$3,580.31

**Date:**

10/10/23

**Quote Expiration Date:**

4/10/24

**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
HDMI IP Video Encoder (Single Channel)	BIS-IP-VE-HDMI-MW	3.00	\$750.00	\$2,250.00
Installation Supplies	BIS-INST-SUP	1.00	\$33.75	\$33.75
Shipping/Handling	S/H	1.00	\$157.50	\$157.50
On-site Setup, Installation and Training	SIT	1.00	\$990.00	\$990.00
Annual ON-SITE SUPPORT (Includes Hardware Replacement) - Contract to be Issued Upon Installation	NMNT-OS-HRDW	1.00	\$337.50	\$337.50
% DISCOUNT	PCT-DISCOUNT			(\$188.44)

**Subtotal:** \$3,768.75

**Discounts:** - \$188.44

**Total (Before Tax):** \$3,580.31



## Proposal Terms and Conditions

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<b>Proposal ID</b>	P-2300531
<b>Effective Period</b>	This proposal is valid through 04-07-2024.
<b>Tax Status</b>	Sales tax will be added to an invoice unless a Tax-Exempt Form is on file with the BIS Digital corporate office.
<b>Deposit</b>	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.
<b>Payment Terms</b>	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.
<b>Cancellation</b>	<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>
<b>Limited Warranty</b>	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.
<b>Software Assurance</b>	Annual Software Assurance entitles users to software upgrades at a fixed fee assessed at time of purchase.
<b>Substitutions</b>	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-2300531 Accepted By

Full Name (Print):

Title:

Nolan E. Martin

Cover Administrator

Signature:

Date:

Nolan E. Martin

10/13/2023

### 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-2300531.

## Accounts Payable Information

Full Name (Print):

Phone Number:

Mary Smith

706-821-2363

Email Address:

Fax Number:

mjsmith@augustaga.gov

706-849-3739

Purchase Order Required for Purchasing?

Purchase Order Number:

YES

NO

DEPARTMENT HEAD

NAME OF BIDDER			NAME OF BIDDER			NAME OF BIDDER		
v#18420			BISDIGITAL					
PHONE NUMBER			800-834-7674 x 4518					
QUOTED BY			Dan Meyer					
Item No.	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	P2300531 - COURTROOM AV ADD-ONS	1	\$ 29,718.98	\$29,718.98				
2	CR 2G DISPLAY - Q#8023873 \$11,060.83							
3	CR 3H DISPLAY - Q#8024302 \$11,060.83							
4	CR 2G ARTICULATING ARMS - Q#8024314 \$1,717.69							
5	CR 2F ARTICULATING ARMS - Q#8024315 \$766.44							
6	CR 3E ARTICULATING ARMS - Q#8024316 \$766.44							
7	CR 3H ARTICULATING ARMS - Q#8024317 \$766.44							
8	CR 2G INPUT EXPANDERS Q#8024319 \$3,580.31							
9								
10	INCLUDES EQUIPMENT/INSTALLATION SUPPLIES, S/H,							
11	ONSITE SETUP, INSTALLATION/TRAINING AND ANNUAL							
12	ON-SITE SERVICE & SUPPORT							
13								
14	SEE ATTACHED PROPOSAL SUMMARY							
15								
16								
17								
18								
19								
20								
21								
Total Bid			\$	29,718.98				
Shipping Charges								
Deliver Time From Receipt of Purchase Order								