



Augusta-Richmond County Probate Court

Proposal

Augusta-Richmond County Probate Court Courtroom A/V Upgrades

02-20-2025

Mr. Darrius Hughley
735 James Brown Blvd
Augusta GA 30901
(706) 821-2538
hughley@augustaga.gov

Proposal Information

Title of Proposal:

Augusta-Richmond County Probate Court Courtroom A/V Upgrades

Proposal Total:

\$53,777.19

BIS Digital Proposal Reference ID:

P-2301397

Intended Recipient Name (Attention To):

Mr. Darrius Hughley

Drop-off Location (Building Name):

Richmond County Courthouse

Delivery Address:

735 James Brown Blvd
Augusta GA 30901

Contract Number:

TIPS Contract 230901 - Audio Visual Equipment,
Supplies, and Services

Submitting Organization Information

Name:

Business Information Systems, Inc. DBA: BIS Digital

UEI Number:

L443F978GK46

Address:

6600 Park Of Commerce Boulevard, Boca Raton FL
33487

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:

February 20, 2025

Bill of Materials

Account Name:

Augusta-Richmond County Probate Court (GA)

Quote Name:

I - JUL 2024 - A/V Installation - Probate Courtroom 1001 Option: A - Courthouse - Augusta-Richmond County Probate Cour

Quote Number:

Q-8026522

Quote Amount:

\$53,777.19

Date:

2/20/25

Quote Expiration Date:

8/12/25

Account Rep:

Dan Meyer

Account Rep Email:

dan.meyer@bisdigital.com

Account Rep Phone:

(800) 834-7674 x4518

Item	Product Code	Qty	List Price	TIPS Price	Total Price
Professional Digital 4ch PA Mixer DANTE Capable w/8ch USB out and POTS/VoIP Interface	BIS-MX-DAN-USB8PV4	1.00	3750.00	\$3,375.00	\$3,375.00
Desktop Mount Control (For Professional Digital PA Mixer Only) Touch-Enabled 12 Button	BIS-MX-DMX-TE-12B	1.00	925.00	\$832.50	\$832.50
60W 2Ch Rackmount Amplifier 0.5U	BIS-QSC-SPA2-60	1.00	830.00	\$747.00	\$747.00
Dual Male XLR Input / Female XLR Output Wall Plate Kit Dante (Black)	BIS-EXTRN-AXI-22-AT-D-IO-B	1.00	1105.00	\$994.50	\$994.50
8" Drop Tile Ceiling Speakers - White	BIS-SP-DTC	2.00	135.00	\$121.50	\$243.00
Digital Document Camera (Gen.6)	BIS-DDC-GEN6	1.00	4750.00	\$4,275.00	\$4,275.00
Indoor / Outdoor 4 MP IP PTZ Camera Fixed Dome with 10x Zoom and Focus Recall	BIS-IP-PTZ-FD-4MP	2.00	1620.00	\$1,458.00	\$2,916.00
Video Management Software IP Core License (Series 2)	BIS-IP-DVR-CS2	2.00	165.00	\$148.50	\$297.00
1080p/60 HDMI to USB Video Capture Device	BIS-USB-VCD-S3	1.00	499.00	\$449.10	\$449.10
Annotation Presentation System w/Wireless Link (Core Pro Series 2)	BIS-CYNAP-CORE-PRO	1.00	4350.00	\$3,915.00	\$3,915.00

Item	Product Code	Qty	List Price	TIPS Price	Total Price
4K/60 HDMI Distribution Amplifier 1x2 (HDCP 2.3 Compliant)	BIS-EXTRN-DA2-HDMI-4K-HDCP2.3	1.00	975.00	\$877.50	\$877.50
4K/60 HDMI DTP Transmitter (230ft)	BIS-EXTRN-DTP-HDMI-4K-230-TX	1.00	695.00	\$625.50	\$625.50
4K/60 HDMI DTP Receiver (230ft)	BIS-EXTRN-DTP-HDMI-4K-230-RX	1.00	695.00	\$625.50	\$625.50
Fold Flat LED Touch Screen 22" (Series 4)	BIS-FD-LEDTS-22-S4	1.00	550.00	\$495.00	\$495.00
75" Commercial Display 4K (Series 2)	BIS-D-4K-75-C-S2	1.00	4200.00	\$3,780.00	\$3,780.00
40"-90" Commercial Grade Full Motion Wall Mount 150lbs Max	BIS-CGD-WMT-FM-40-90	1.00	820.00	\$738.00	\$738.00
PoE 4K IP Video Decoder w/ 8-Stream Multiview and Audio Out	BIS-VC-IP-VDMV-POE-4K	1.00	1175.00	\$1,057.50	\$1,057.50
DCR 4ch Digital A/V Recording Software (incl. 12 month SAS)	DCR-4S	1.00	3150.00	\$2,835.00	\$2,835.00
DANTE Virtual Sound Card (up to 64ch)	BIS-DANTE-V64	1.00	150.00	\$135.00	\$135.00
USB Gigabit NIC (10/100/1000)	BIS-NIC-GB	2.00	63.00	\$56.70	\$113.40
DANTE USB I/O Adapter (2ch)	BIS-USB-DANTE-2CHIO	1.00	290.00	\$261.00	\$261.00
4U Rack Enclosed 15" Depth	BIS-R-4U	1.00	300.00	\$270.00	\$270.00
1U Rack Shelf 15" Depth	BIS-RSLF-1S2	1.00	129.00	\$116.10	\$116.10
19" Rack Shelf for BIS-CYNAP	BIS-CYNAP-RS	1.00	405.00	\$364.50	\$364.50
30-port Network Switch 26x 1GB 24x PoE+ (300w)	BIS-NS-M4250-GSM4230P	1.00	1970.00	\$1,773.00	\$1,773.00
Power Distribution System (Series 2)	BIS-PWR-DIST-S2	2.00	390.00	\$351.00	\$702.00
CAT6A Cable Shielded Black 500'	BIS-W-CAT6A-SHB-500	2.00	600.00	\$540.00	\$1,080.00
Speaker Wire 16AWG (Plenum) - 500ft Roll	BIS-W-SPKR-16AWG-500ft	1.00	215.00	\$193.50	\$193.50
USB 2.0 Cable A to B Series 2 (15 ft.)	BIS-CBL-USB2-AB15-S2	1.00	19.00	\$17.10	\$17.10
HDMI Cable (3ft)	BIS-HDMI-3FT-MM	3.00	15.00	\$13.50	\$40.50
HDMI Cable (6ft)	BIS-HDMI-6FT-MM	3.00	21.00	\$18.90	\$56.70
HDMI Cable (15ft)	BIS-HDMI-15FT-MM	1.00	26.00	\$23.40	\$23.40
HDMI Cable (30ft)	BIS-HDMI-30FT-MM	1.00	71.00	\$63.90	\$63.90
CAT6A Patch Cable Shielded (3ft)	BIS-CAT6A-STP-03-BLK	2.00	16.00	\$14.40	\$28.80
CAT6A Patch Cable Shielded (6ft)	BIS-CAT6A-STP-06-BLK	6.00	22.50	\$20.25	\$121.50
CAT6A Patch Cable Shielded (10ft)	BIS-CAT6A-STP-10-BLK	6.00	28.00	\$25.20	\$151.20
Installation Supplies	BIS-INST-SUP	1.00	487.62	\$438.86	\$438.86
Shipping/Handling	S/H	1.00	2436.21	\$2,192.59	\$2,192.59

Item	Product Code	Qty	List Price	TIPS Price	Total Price
On-site Setup Installation and Training (per system)	SIT	1.00	11880.00	\$10,692.00	\$10,692.00
Annual ON-SITE SUPPORT (Includes Hardware Replacement) - Contract to be Issued Upon Installation	NMNT-OS-HRDW	1.00	6515.60	\$5,864.04	\$5,864.04
TIPS Contract 230901 - Audio Visual Equipment Supplies and Services	BIS-X-TIPS				

Total (Before Tax): \$53,777.19

Proposal Terms and Conditions

Proposal ID	P-2301397
Effective Period	This proposal is valid through 08-19-2025.
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-2301397 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 appended scope of work, pricing, disclaimers, 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-2301397.

Accounts Payable Information

Full Name (Print):

Phone Number:

Email Address:

Fax Number:

Purchase Order Required for Purchasing?

Purchase Order Number:

YES

NO

Key System Technology

Digital Court Recorder (DCR)

DCR is a multi-channel audio and video recording platform specifically designed to address the limitations of most recording systems. It allows for up to 32 separate audio channels and up to 8 separate video channels to be recorded and stored in a single file. DCR can be used with a PC or portable system, or remotely capture audio and video from a centralized or non-centralized system without traditional digital USB mixers. It can also be accessed through a standard internet browser or network connection.

The recording can be saved to two locations simultaneously such as a hard drive, network drive, CD, DVD, or other PC-compatible storage media and locations on separate or shared networks. In addition, DCR offers file attachments, sealing of the recording, remote monitoring, and optional features such as remote control operation, case management integration, post-recording management, and virtual conferencing. The solution is compatible with most traditional laptops and tower PCs that run Windows 7 or higher.

In addition to its core recording capabilities, the DCR platform includes several other prominent features. Codec independence allows users to choose the size of the recording file and easily adopt new audio recording codec technology. The platform's equipment agnosticism allows it to capture sound systems, in-person participants, telephone participants, video, and VTC participants simultaneously. Confidence monitoring allows users to see level meters and listen to the audio recording as it is being written to the PC's hard drive, ensuring the best possible quality. Users can also embed notes directly into the audio/video files for easy management and faster retrieval, most notably through the use of bookmarks, DCR's most comprehensive feature.

Bookmarks allow operators to enter notes while a recording is in progress. Each bookmark includes a time stamp and links directly to the audio/video segment. The platform also provides automatic notes indicating the start, pause, and stop of the file and includes information on the time, speaker, and metadata. Users can utilize bookmarks to enter unique identification data relevant to their needs including but not limited to personal information (such as a name or title), officer's badge number, agenda topic, recording ID, etc. They can also attach any digital file type to the aforementioned examples or upload it as a standalone bookmark. Predefined Bookmarks allow for prefilled data to be entered during a recording (such as docket information from an agency's case management system). Whereas Text Substitution allows users to create shortcuts for commonly used words or phrases. In any case, bookmarks can be edited during or after recording.

Integrated into a system, DCR can be set to create a new audio file in specific instances, such as when a hearing starts or a light switch is turned on automatically naming the file based on requirements. Similarly, it can be set to close a file when a hearing ends or a light switch is turned off. If the recording is interrupted, the operator can easily and quickly resume the session. Files can be also started, paused, stopped, and resumed without creating a new file if needed.

DCR Player

DCR handles retrieval, playback, and exporting with DCR Player, which was designed with transcription in mind and is feature-rich to make the process as efficient as possible. DCR Player is 508 compliant and has been certified for use with Magic Screen Magnifier, JAWS Speech Software, and Dragon Software. It is currently supported on Windows, Android, iOS, and Mac OS devices and is also compatible with any USB foot pedal.

DCR Player allows operators to locate recordings by searching for identification data or by searching for any word or phrase in the bookmarks. Users can play, pause, stop, fast forward, rewind, and jump to specific points in the DCR file and navigate through the recording using bookmarks, jump-to-time, or a progressive slider bar.

The player includes a visual indication of the current point in the audio file, the total runtime of the entire file, and the file name. It allows users to listen and control the audio of each participant separately from the others. Or combine any number of channels and use built-in noise-filtering to eliminate ambient background

noise during playback. It can even filter out ultra-low frequencies below 125 Hz to reduce noise from microphone bumps. The player also has auto gain control to maintain a constant audio level during playback, treble and base audio level controls, and variable pitch control to speed up or slow down playback without changing the pitch.

As for exporting, DCR Player allows users to export any part of a file to a WMA, WMV, WAV, MP3, MP4, AVI, PDF, or DCR file with any combination of channels, video, and bookmarks (as long as the format supports it). Music formats break down bookmarks into song tracks and allow users to listen to recordings from CDs, DVDs, USB storage devices, and hard drives. When creating MP4s, DCR Player will also create a separate meta-data file. This includes an HTML file that can be viewed in a browser and allows for playback of the video, audio, and use of bookmarks.

Room Control

BIS Digital provides room control systems to improve the efficiency and convenience of managing multiple systems and devices in a space. With a centralized touchscreen interface, users can easily access and control the various systems and devices in a room, without the need to navigate through multiple separate controls or interfaces. This can help to reduce the time and effort required to set up and manage a space, and it can also help to improve the overall user experience. For instance, in a courtroom, clients may want to be able to control the lighting, temperature, and audio-visual systems from the touch screen, or they may want to be able to access legal documents or other materials from a central location. Similarly, in a council room, clients may want to be able to control the lighting, temperature, and audio-visual systems, as well as access agendas, reports, and other documents from the touchscreen interface. BIS Digital customizes the user controls with the specific functions and features outlined in the scope of work.

Digital Signal Processor

Digital Signal Processors (DSPs) are specialized computers that are used to process and manipulate signals in real time. This is achieved through algorithms that can analyze and manipulate audio in a variety of ways. For example, a DSP might be used to adjust the volume of an audio signal, remove background noise, or cancel out echoes. They are an essential component of many BIS Digital provided audio systems and are used in a wide range of applications including but not limited to courtrooms, council chambers, police stations, and conference rooms.

BIS Digital provides DSPs that offer advanced processing capabilities and a range of connectivity options, particularly where clear, intelligible audio is critical. Specifically, most of our DSPs will handle up to 64 channels of audio and support a range of audio signal types, including analog, digital, and networked audio, such as voice over internal protocols (VOIP) or Dante.

In a typical courtroom environment, we'll use a DSP to amplify the voice of a witness or to reduce background noise so that the testimony can be heard clearly by all parties. In some cases, a white noise sidebar preset may be configured. Or audio may need to be sent from one room to an overflow area. As to the specific functionality for this project, BIS Digital will prioritize the documented requests outlined in the scope of work but will adjust on site, as needed, based on the installation environment and client needs. This allows us to ensure that the final product meets your expectations and functions effectively within any known or unknown constraints.

Assisted Listening System

An assisted listening system is designed to help people with hearing loss or other auditory impairments to better hear and understand speech and other sounds in their environment. In a large room, these systems typically consist of one or more receivers worn by the listener(s), which wirelessly receive a signal from a transmitter connected to the in-room microphones. The receiver amplifies the sound and delivers it directly to the listener's ear. Some assisted listening systems also have additional features, such as noise reduction and speech enhancement, to improve the listening experience. They are often used in settings such as classrooms, meetings, courtrooms, council rooms, and places of worship to help people with hearing loss to more easily participate in these events. BIS Digital special orders assisted listening equipment per the requirements outlined in the scope of work.

Document Camera

A document camera, also known as a visual presenter or visualizer, is a device that is used to display physical documents, objects, or other materials on a screen or monitor for the purpose of sharing them with an audience. BIS Digital typically supplies document cameras that consist of an articulating stand or arm with a camera mounted on top, which is positioned above the document or object that is being displayed. The camera captures an image of the document or object and displays it on client-specified screens in real time, allowing people to see the details of the material being presented.

Evidence Presentation

As part of our comprehensive AV system solution, BIS Digital proposes an advanced evidence presentation system that offers optional annotation capabilities. This versatile system can be seamlessly operated on touch-enabled screens or tablet devices, enabling presenters, typically attorneys or witnesses, to interact with the evidence digitally. Our system supports various evidence formats, including documents, images, audio recordings, and videos. In situations where non-digital evidence is required, BIS Digital can integrate a document camera as a source feed into the evidence presentation system. The evidence can then be presented on displays throughout the courtroom, ensuring all participants, including the judge, jury, attorneys, and witnesses, have a clear view.

During presentations, presenters can leverage the touch screen annotation features to emphasize specific sections of the evidence, create diagrams, add notes, or underline important points. Real-time annotation functionality facilitates dynamic and collaborative interaction during evidence analysis. Attorneys can raise objections, present counter-arguments, or pose questions related to the evidence using the touch screen interface. Additionally, judges can use the system to mark rulings or seek clarifications.

To cater to specific room workflows, our solution offers a preview and publish evidence option. This feature allows authorized individuals, such as the judge, to select specific evidence for review by clicking the preview button. The selected evidence will only be displayed on monitors designated as preview monitors. Once the judge has reviewed the evidence and determined its admissibility, there is an option to publish the evidence to the gallery. By selecting the publish option, the evidence becomes accessible to gallery participants, including the jury, witnesses, and opposing counsel, via designated 'publish' monitors.

For added convenience, our larger AV system can optionally record the presented evidence and any annotations made during the session. If integrated with a room control system, the evidence presentation controls can be consolidated into a single control interface, simplifying operation and enhancing efficiency.

Cynap

Included in this proposal is a WolfVision Cynap, an advanced wireless presentation and collaboration system packed with a wide array of essential features. With the Cynap system, users can seamlessly share and showcase content from their personal devices on a larger screen or monitor. By leveraging a network connection, content transmission from the presentation device to the hub becomes cable-free, simplifying setup and enabling usage in any location with ease. One notable capability of the Cynap system is its support for simultaneous connections of multiple presentation devices, fostering collaborative content sharing among multiple users. Moreover, it can effortlessly connect to multiple displays at once, empowering users to share content across multiple screens or display different content on each screen. The Cynap system also boasts an intuitive on-screen annotation tool, empowering users to make real-time handwritten notes or drawings on the displayed content, facilitating seamless collaboration and communication. Furthermore, it offers robust support for audio and video content, making it an adaptable tool for a wide range of applications. Compatible with laptops, tablets, and smartphones, the Cynap system prioritizes security with features like encryption and password protection, ensuring the utmost protection for shared content.

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:

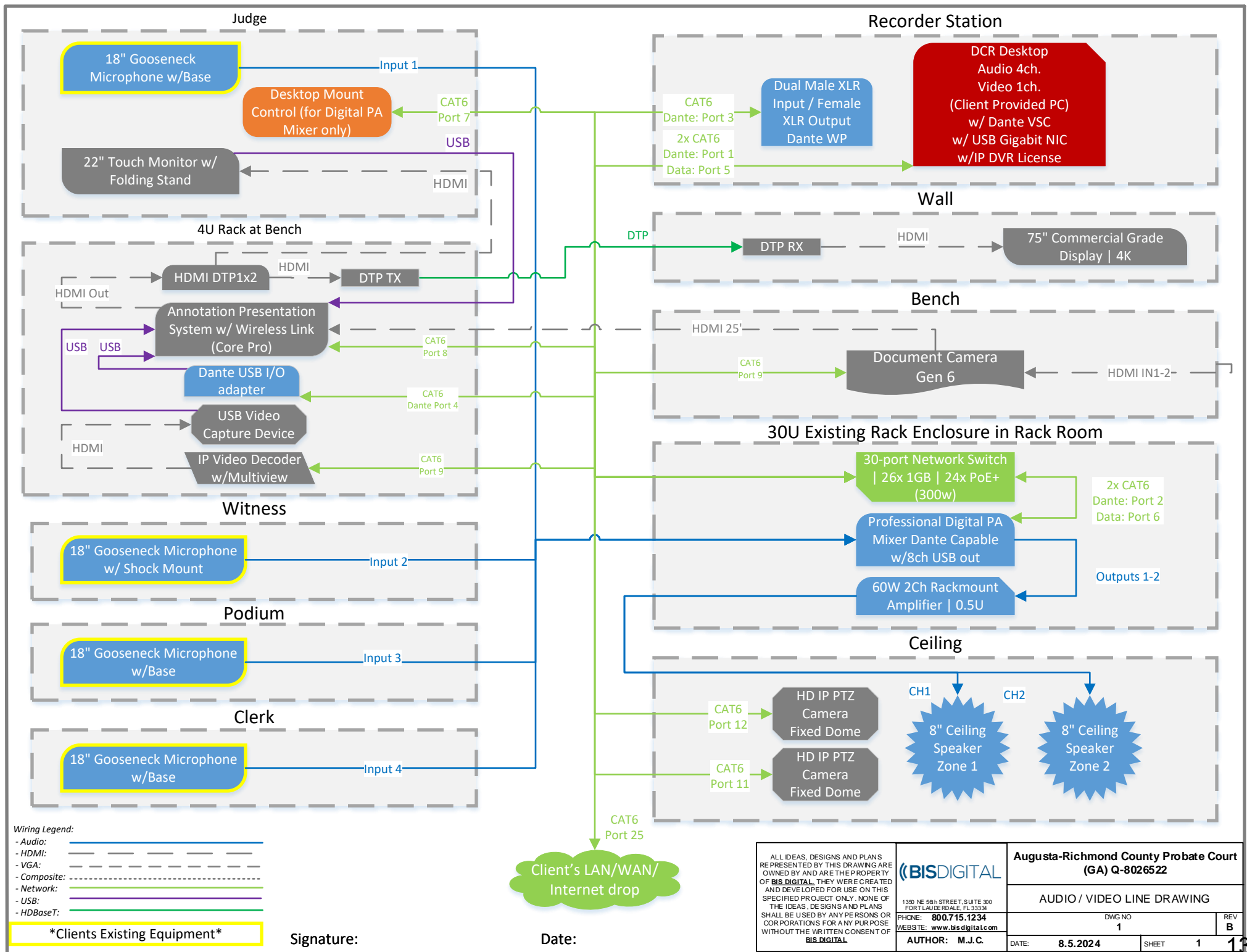
(800) 715-1234
Support@BISDigital.com

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

Director of Operations – Mitch Wise
(800) 834-7674 x 9516



Installation (I) - BIS-3002331

Augusta-Richmond County Probate Court (GA)

Dan Meyer
dan.meyer@bisdigital.com

Probate Courtroom 1001 Option: A

A/V Installation

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?

Yes -- BIS Digital is replacing an existing recording solution with DCR.

Network Approval Process?

No

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

No -- Client did NOT confirm.

Will any BIS Digital provided equipment need to match existing equipment?

Yes -- Exact. One or more pieces of supplied equipment must precisely match the Make, Model, and Part Number(s) specified in the Notes section below. If an exact match is not possible, BIS Digital will coordinate with the client on identifying an alternative.

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.

Will system training be required?

Yes -- BIS Digital Technicians will train end users on using the installed system.

Installation (I) Description / Notes:

BIS to install new DSP and Amp for Probate Courtroom.
Small audio control box to be installed at judge's bench to control volume
BIS to reuse four (4) existing microphones in Probate Courtroom
BIS to install two (2) ceiling speakers in Probate Courtroom
BIS to install one (1) document camera on client provided stand/desk
One (1) HDMI cable will be available for attorney's to use at tables or lectern, as needed
BIS to install two (2) PTZ cameras in the room for Zoom/WebEx/Teams meeting video
BIS to install one (1) Cynap Core Pro for wireless presentation and Zoom/WebEx/Teams court proceedings
BIS to install one (1) touchscreen at the judge's bench and one (1) 75" display on side wall to view evidence and view Zoom/WebEx/Teams court proceedings
BIS to install DCR 4ch DCR software on client provided PC for recording audio for court proceedings
BIS to install XLR/Dante wall plate at court reporter/clerk area to connect for recording back on their own equipment

Wiring closet with existing rack to be reused, located next door to courtroom

Client to provide Speaker wire needed - left over from previous installs at

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 Probate Court (GA) 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 _____

Disclaimer: Shipping and Handling

Shipping Information and Requirements

By engaging in our shipping services, customers are obligated to provide precise shipping contact information. This includes the first and last name, title, phone number, and email address of the individual designated to oversee shipping logistics. Customers must also explicitly state whether their location possesses a designated dock for receiving shipments. This information is crucial for planning to ensure the most efficient and timely delivery method.

Direct Shipments from Manufacturers

BIS Digital reserves the right to dispatch particular items, such as monitors and specific components, directly from the manufacturer. While this approach may result in separate arrivals from bundled systems, it is essential to secure timely deliveries and the uncompromised condition of individual components. Rest assured, we manage this process to minimize any potential disruption to your project.

Shipping Costs

The expenses associated with shipping and handling will be determined according to project-specific requirements. Customers will receive a set price for these costs included in a Bill of Materials prior to proceeding with any shipment. Our objective is to maintain cost-efficiency while upholding the highest standards of care for your equipment.

Shipping Schedule and Tracking

BIS Digital collaborates closely with customers to establish a shipping schedule that aligns with project timelines. Timely delivery is a paramount commitment, and customers will be kept informed of the shipping status through proactive communication. Additionally, when applicable, customers will be granted access to tracking services and notifications, affording them the means to monitor the status of their shipments, thereby facilitating appropriate preparation for the arrival of their AV equipment.

Disclaimer and Contact Information

This Shipping and Handling Disclaimer serves as a general guideline for our shipping and handling procedures. BIS Digital is firmly committed to addressing specific inquiries or concerns regarding shipping in a prompt and efficient manner, all with the overarching goal of ensuring a seamless and expedient shipping experience for your AV equipment. Should you require further clarifications, have concerns, or need additional assistance, we encourage you to reach out to our dedicated support team.

Does the delivery site include lockable storage?

Yes – BIS Digital will use on-site lockable storage.

Is the delivery site equipped with a loading dock?

Yes – BIS Digital will use an on-site loading dock.

By signing below, I certify that I am an authorized signer for Augusta-Richmond County Probate Court (GA) and have reviewed and approved BIS Digital's Shipping and Handling Disclaimer. I understand that this disclaimer provides a general overview of shipping expectations and agree to hold BIS Digital harmless from liability arising from third-party carrier errors, damages, or delays. Furthermore, I acknowledge that if specific shipping instructions, such as address details, carry-in delivery, or attention-to information, are required, I will promptly forward these instructions to the designated account manager for implementation. I also recognize that any delays in providing accurate shipping information may result in project delays, and I accept responsibility for mitigating such delays by promptly addressing any shipping-related requirements.

Client Name _____ Signature _____ Date _____

Disclaimer: Client-Initiated Modifications and Post-Installation Changes

This document serves as a disclaimer by BIS Digital, Inc. to address concerns regarding client-initiated modifications and changes made to audiovisual systems during or post-installation. We urge all clients, their respective staff, and any applicable third-parties, to carefully review and understand the following points.

Responsibility for Modifications

BIS Digital takes pride in delivering high-quality audiovisual systems and solutions that are carefully designed, installed, and configured according to the client's specific needs and requirements. Any modifications, alterations, or changes made to the installed systems by the client or their staff after the completion of installation are outside the scope of our original service and responsibility.

Risk and Implications

Clients are advised that making unauthorized modifications to the audiovisual systems, including hardware and software, may result in compatibility issues, operational errors, and system malfunction. BIS Digital shall not be held responsible for any issues or damages that may occur due to these client-initiated modifications.

Client Decision-Makers

We encourage clients to designate responsible individuals who will oversee and approve any changes or updates to the audiovisual systems, and who understand the potential consequences of unauthorized modifications.

Client Communication

In the event that clients intend to make changes or upgrades to the installed systems, we kindly request that they notify BIS Digital in advance. This will allow us to assess the proposed changes for compatibility and potential impacts on the system.

Warranty and Support

Our standard warranty and support services apply to the audiovisual systems as they were originally installed and configured by BIS Digital. Any client-initiated modifications may void these warranties and may incur additional charges for repair or maintenance.

Dispute Resolution

In the event of disputes arising from client-initiated modifications and their impact on the audiovisual systems, BIS Digital is open to engaging in a constructive dialogue to find mutually acceptable solutions. However, the ultimate responsibility for such modifications rests with the client.

Acknowledgment

By continuing to use or make changes to the audiovisual systems installed by BIS Digital, clients acknowledge their understanding and acceptance of this disclaimer.

Contact Information

For any questions, concerns, or inquiries related to this Disclaimer, please contact BIS Digital through our official channels.

Please note that this disclaimer is a fundamental aspect of our service agreements. BIS Digital is committed to delivering exceptional AV solutions and ensuring the longevity and functionality of our installations. We appreciate your cooperation in preserving the integrity of our work.

Client Site Preparation Checklist

As part of delivering a seamless experience, there are a few things clients can do ahead of time that greatly impact the speed and efficacy of an on-site or remote installation. In either instance, BIS Digital highly recommends reviewing the client checklist provided below and completing all applicable items within the timeframes listed should you choose us as your technology partner. If you have any questions about the items on this list, please don't hesitate to contact your account manager or call us directly at (800) 834-7674.

At least 30 Days Prior to Installation Date:

- ☐ Identify the location where the AV equipment will be installed and ensure that it meets the necessary specifications, including proper power and electrical outlets, HVAC, lighting, and structural support.
- ☐ Provide BIS Digital with a comprehensive list of all existing AV equipment and systems that will be integrated with the new equipment, including make and model numbers.
- ☐ Ensure that all necessary software and firmware updates have been performed on existing equipment.
- ☐ Ensure that all required permits and licenses have been obtained, including those related to construction or renovation work as applicable.
- ☐ Ensure that any necessary network infrastructure is in place, including existing routers, switches, and firewalls.
- ☐ Provide BIS Digital with any applicable IP addresses to ensure that the AV equipment is properly configured to integrate with the network.
- ☐ Ensure that the appropriate personnel are present during the installation, including facilities personnel, IT personnel, and any other key stakeholders.
- ☐ Establish a clear communication plan with BIS Digital to ensure that any issues or concerns that arise on-site are promptly addressed.
- ☐ Coordinate with BIS Digital to schedule any necessary training sessions for end-users to ensure that they are familiar with the AV equipment and its functionality.

If Archiving Recordings to a Network Path:

- ☐ Create a dedicated folder on the network for recording files.
- ☐ Ensure the Universal Naming Convention (UNC) path is available for that folder.
- ☐ Ensure each recording PC will have network access to this path.
- ☐ Ensure user logging into a recording computer will have read/write access to this path.

Day Before Installation:

- ☐ Provide BIS Digital with any necessary access codes or keys to the installation site.
- ☐ Ensure any pre-shipped equipment is accounted for and accessible to the technicians on site.
- ☐ Ensure any existing computers will be in proper working order, free of viruses, have internet access, and be in the place where they will be used.
- ☐ Provide BIS Digital with any necessary user credentials and network access information to ensure that the AV equipment is properly integrated with the network. If this cannot be provided, please ensure someone with administrator rights will be available during the installation.

Note on Recording Storage:

The DCR recording software can write files to multiple locations simultaneously. BIS Digital will create a C:\DCR Recordings folder on the local recording computer as the primary storage method. A mirror copy can be written to a network, external HD, flash drive, SD card, or CD/DVD. Mirroring to a network location is the preferred method. When mirroring to a network path, any user that intends to record audio/video will also need read/write/modify access to this network path so that the files can mirror successfully. When considering storage methods, BIS Digital recommends revisiting state or local government requirements for long-term storage.

If Archiving Recordings to a CD/DVD:

- ☐ Ensure any existing CD/DVD burners meet BIS Digital specifications, function properly, and be installed at each recording computer.
- ☐ Ensure any applicable CD/DVD writing software is installed unless purchasing from BIS Digital.
- ☐ Provide a sample of writable media for testing/training and going live with the system. CD-R and DVD +R are the supported disk types.

Disclaimer: Standard Training

The scope of training provided by BIS Digital is limited to the standard operation and maintenance of the equipment as outlined in this scope of work and in accordance with the manufacturer's requirements. Training is intended to equip end-users with the knowledge necessary to independently and effectively operate the integrated audiovisual systems.

Our training sessions are conducted by an installing technician who is most knowledgeable about the specific system, especially in cases where adjustments or modifications have been made due to unforeseen conditions on-site. This ensures that users receive tailored, accurate, and up-to-date information regarding their AV system.

The estimated total hours of training, as listed in the table below, are calculated under the assumption that each user will be trained individually. This approach is adopted because BIS Digital recognizes that end-user availability for training may vary significantly. However, we can accommodate group training sessions for efficiency. Please note that group sizes are generally limited to no more than five (5) people to ensure the quality and effectiveness of the training.

Please be aware that our training sessions are standardized and may not accommodate specific learning disabilities or impairments. Our technicians are not certified trainers and are unable to provide specialized training for such cases. If any subset of client users requires special accommodations due to learning disabilities or impairments, we strongly encourage a "train-the-trainer" approach with the client. This means that the client should designate an individual or individuals within their organization to receive the standard training and then provide tailored training or support to those with specific needs.

While every effort is made to provide comprehensive training, BIS Digital shall not be held liable for any errors, omissions, or issues arising from the use of the integrated audiovisual system following training. Users are encouraged to seek additional support or clarification if necessary.

By proceeding with training services provided by BIS Digital, you acknowledge that you have read and understood this disclaimer, and you agree to abide by the terms and conditions stated herein. If you have any questions or concerns regarding our training services or this disclaimer, please do not hesitate to contact us.

	Estimated Hours	Number of Users
DCR	2	1
DCR-VC	0	0
DCR Player	1	1
Web Access / Network Monitor	0	0
Room Control	0	0
Evidence Presentation	0	0
Other (see notes)	0	0
Total	3	

Estimated Number of 8 Hour Training Days in Addition to Installation (as Facilitated by 1 Technician):

0.13

Optimal Specifications for BIS Digital Recording PC Systems (v8.5)

PC Requirements:

2/4 Channel Audio Only

- 8GB RAM
- 256 GB Hard Drive / 8 MB Cache / 7200 RPM
- Intel Core i5 Processor
- Ethernet RJ-45 Network Interface 100/1000
- USB 3.0 Ports
- Microsoft Windows 7-11 Professional

4/8 Channel Audio w/ 4 Video Channel Max

- 16GB RAM
- 1TB Hard Drive / 8 MB Cache / 10,000 RPM
- Intel Core i5 Processor
- Ethernet RJ-45 Network Interface 100/1000
- USB 3.0 Ports
- PCIe Slot (For Non-IP Video Solutions Only)
- Microsoft Windows 7-11 Professional

8/16 Channel Audio w/ 8 Video Channels

- 16GB RAM (32GB Recommended for DCR-VC and Broadcast)
- 2TB Hard Drive / 8 MB Cache / 10,000 RPM
- Intel Core i7 Processor (i9 Recommended for DCR-VC and Broadcast)
- Ethernet RJ-45 Network Interface 100/1000
- USB 3.0 Ports
- PCIe Slot (For Non-IP Video Solutions Only)
- Microsoft Windows 7-11 Professional

	DCR PC
Location	Clerk
Status	Use 1 Client-Provided
Type	Desktop
Existing Audio Channels	
Existing Video Channels	
New Audio Channels	4
New Video Channels	1
Primary Storage	Local PC Hard Drive
Secondary Storage	Networked Drive
DCR Access	DCR Player
DCR Control	Recording PC Only

Will recordings be mirrored to a secondary location?

Yes – Client Provided NAS

At time of walk, client confirmed recording storage will support files that are produced using system video resolution(s) and frame rate(s):

Yes – Client confirmed storage WILL support resolution and frame rate.

Will there be other locations BIS Digital needs to install DCR Player on-site?

No – DCR Player will only be installed on the recording PC.

Audio Sources

	Location	Status	Placement	Type	Make/Model	DCR Channel	Function
A1	Judge	Use 1 Client-Provided	Desk-mounted	18" Gooseneck (w/ Mute)		1	Use in VTC
A2	Witness	Use 1 Client-Provided	Desk-mounted	18" Gooseneck (w/ Mute)		2	Use in VTC
A3	Podium 1	Use 1 Client-Provided	Desk-mounted	18" Gooseneck (w/ Mute)		3	Use in VTC
A4	Clerk	Use 1 Client-Provided	Desk-mounted	18" Gooseneck (w/ Mute)		4	Use in VTC

Speakers

	Location	Status	Type	Zone	Make/Model
S1	Bench	Provide 1 New	In-ceiling Speaker	1	
S2	Gallery	Provide 1 New	In-ceiling Speaker	2	

Video Sources

	Location	Status	Placement	Type	Make/Model	Shot	Dist. to Target	Target	DCR Channel	Function
V1	Clerk	Provide 1 New	Desk-sitting	Document Camera					N/A	Use in VTC

Displays

	Location	Status	Placement	Size	Type	Make/Model	Include Audio?	A/V Room Controls?	Annotation Control?
D1	Judge	Provide 1 New	Desk-mounted (fold-flat)	22"	Touch Display		No	No	Yes
D2	Wall B	Provide 1 New	Wall-mounted (full-motion)	75"	Display		No	No	No

Equipment

	Location	Status	Make / Model	Ports Available
Amplifier	Rack	Provide 1 New		
Assisted Listening System				
Desktop/Laptop	Clerk	Use 1 Client-Provided		
DSP/Mixer	Rack	Provide 1 New		
NAS Drive				
Network Switch	Rack	Provide 1 New		
Power Conditioner	Rack	Provide 1 New		
Presentation System	Rack	Provide 1 New		
Video Distribution Amplifier				
Video Input Switcher				
Other (see notes)				

Rack(s)

	Location	Status	Type	Access	Conduit	Units Available
Rack 1	Rack Room	Use 1 Client-Provided	Open-frame	Indirect (adjacent room)	Existing	30U
Rack 2	Bench	Provide 1 New	Open-frame	Direct (in-room)	None	4U

Infrastructure

On-site lockable storage?

Yes -- BIS Digital will use on-site lockable storage.

Loading dock?

Yes -- BIS Digital will use an on-site loading dock.

Known asbestos?

Unknown -- Client is not aware of any asbestos at time of scope, but knows that remediation will be necessary if discovered.

Conduit available?

Yes -- Conduit can be accessed and approved for use by the building facilities.

Access above ceiling?

Yes -- BIS Digital can access areas above ceilings on-site as needed.

Any ceiling height on-site greater than 12 feet?

No -- Ceiling heights at all locations are below 12 feet.

Cables ran in-wall?

Yes -- Existing infrastructure will support running cables in-wall.

Cables ran on floor with coverings?

N/A -- Cables will not be ran across the floor for this scope.

Equipment mounted on walls, ceilings, or floors as needed?

Yes -- Existing infrastructure will support mounted equipment.

At time of walk, client confirmed that installation structures will support installed equipment as applicable?

Yes -- Client confirmed structure WILL support installed devices.

At time of walk, client confirmed relocating rack or equipment may require new cable runs for existing equipment as applicable?

Yes -- Client confirmed possible relocation constraints.

Will the system be installed as part of a construction or renovation project?

No -- System will be installed with Existing Infrastructure.

Room Diagram:

