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Effingham County Superior Court

Proposal

Effingham County Historic Courtroom A/V Upgrades

09-22-2023

Mr. John Welsh
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City: Springfield
State: Georgia
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Proposal Information

Title of Proposal:
Effingham County Historic Courtroom A/V Upgrades

Proposal Total:
$94,750.00

BIS Digital Proposal Reference ID:
P-2300492

Proposal Due Date:

Drop-off Location (Building Name):
Effingham County Courthouse

Intended Recipient Name (Attention To):
Mr. John Welsh

Delivery Address:
700 N Pine St
Springfield, Georgia, 31329

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:
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Fax:
(877) 858-5611

Account Manager:
Dan Meyer

Date:
September 22, 2023

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Bill of Materials

Account Name:
Effingham County Superior Court (GA)

Quote Name:
I - FEB 2023 - 8022605 - Superior Courtroom Option: A - Historic Courthouse - Effingham County
Superior Court

Quote Number:	**Quote Amount:**	**Date:**	**Quote Expiration Date:**
Q-8022605	$94,750.00	3/17/23	9/16/23

Account Rep:	**Account Rep Email:**	**Account Rep Phone:**
Dan Meyer	dan.meyer@bisdigital.com	(800) 834-7674 x4518

Item	Product Code	Qty	Unit Price	Total Price
Custom Podium (Requires Podium Order Form)	BIS-PODIUM-C	1.00	$6,300.00	$6,300.00
Professional Digital PA Mixer DANTE Capable w/8ch USB out	BIS-MX-DAN-USB8	1.00	$4,730.00	$4,730.00
4" Surface Mount Powered Speaker	BIS-4IN-SM-P-SPKR	2.00	$650.00	$1,300.00
Assisted Listening System IR SY5 Pro	BIS-ALS-7522P	1.00	$1,695.00	$1,695.00
18" Gooseneck Microphone w/Programmable Mute Base & LED (Series 3)	BIS-MIC-GBL18-S3	1.00	$500.00	$500.00
Wireless System SL	16" Gooseneck Microphone	Series 1	BIS-WSSL-16GM-S1	4.00	$395.00	$1,580.00
Wireless System SL	Gooseneck Base Transmitter	Series 1	BIS-WSSL-GBT-S1	4.00	$1,145.00	$4,580.00
Wireless System SL	Four-Channel Wall Mount Receiver w/ Dante Output	Series 1	BIS-WSSL-FCWM-D-S1	1.00	$3,900.00	$3,900.00
Wireless System SL	Wireless Tabletop Charging Station	Series 1	BIS-WSSL-WTCS-S1	2.00	$550.00	$1,100.00
Dual Male XLR Output Wall Plate	BIS-XLR-DOWP	1.00	$29.00	$29.00
Wireless Keyboard & Mouse	SO-LWKM	1.00	$60.00	$60.00
HD IP PTZ Camera	4K (Series 3)	BIS-HD-IP-PTZ-4K-S3	3.00	$3,975.00	$11,925.00
Video Camera Tripod (Series 2)	BIS-VC-TP-S2	2.00	$250.00	$500.00
IP Video Decoder w/Multiview	BIS-VC-IP-VDMV	1.00	$750.00	$750.00
Annotation Presentation System w/Wireless Link (Pro)	BIS-CYNAP-PRO	1.00	$8,000.00	$8,000.00
Fold Flat LED Touch Screen	22" (Series 4)	BIS-FD-LEDTS-22-S4	1.00	$580.00	$580.00
Digital Document Camera (Gen.6)	BIS-DDC-GEN6	1.00	$4,600.00	$4,600.00

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Item	Product Code	Qty	Unit Price	Total Price
4K/60 | 4x2 HDMI Matrix Switcher	BIS-EXTRN-DXP-42-HDMI	1.00	$1,700.00	$1,700.00
4K/60 HDMI Distribution Amplifier | 1x2	BIS-EXTRN-DA2-HD-4K	1.00	$850.00	$850.00
1080p/60 Commercial Streaming Media Encoder with Control	BIS-EXTRN-SME-211	1.00	$2,770.00	$2,770.00
IP Link Pro Control Processor | w/ Link License	BIS-EXTRN-IPCP-PRO-555	1.00	$6,750.00	$6,750.00
Apple iPad (32GB)	BIS-iPad-32	1.00	$675.00	$675.00
iPad Security Mount (Black)	BIS-iPad-SMNT-B	1.00	$145.00	$145.00
iPad Ethernet + Power Adapter with Lightning Connector	BIS-iPAD-CON-PAL	1.00	$165.00	$165.00
DCR 4ch Digital A/V Recording Software (incl. 12 month SAS)	DCR-4S	1.00	$3,057.00	$3,057.00
DANTE Virtual Sound Card (up to 64ch)	BIS-DANTE-V64	1.00	$149.00	$149.00
USB Gigabit NIC (10/100/1000)	BIS-NIC-GB	1.00	$45.00	$45.00
Laptop Spec 1	BIS-COM-LPT-S1	1.00	$1,565.00	$1,565.00
75" Commercial Display | 4K	BIS-D-4K-75	1.00	$3,750.00	$3,750.00
Display Cart | w/Camera Shelf & Shelf | 42" - 86"	BIS-LED-CRT-4872-S2	1.00	$2,100.00	$2,100.00
Network Switch w/PoE 16-port (Series 8)	BIS-NS-POE-16-S8	1.00	$1,300.00	$1,300.00
Power Distribution System (Series 2)	BIS-PWR-DIST-S2	1.00	$450.00	$450.00
1U Rack Shelf (Series 2)	BIS-RSLF-1S2	1.00	$110.00	$110.00
1U Brush Grommet Cable Pass-Through Panel (Series 1)	BIS-BGCPT-1U-S1	1.00	$88.00	$88.00
USB 2.0 Cable A to B Series 2 (5 ft.)	BIS-CBL-USB2-AB5-S2	1.00	$13.00	$13.00
3' Shielded CAT6 Patch Cable | Plenum	BIS-CAT6-SPC-3-P	6.00	$44.00	$264.00
6' Shielded CAT6 Patch Cable | Plenum	BIS-CAT6-SPC-6-P	7.00	$58.00	$406.00
25' Shielded CAT6 Patch Cable | Plenum	BIS-CAT6-SPC-25-P	5.00	$146.00	$730.00
HDMI Cable Series 2 (3ft.)	BIS-HDMI-3FT-S2	4.00	$17.00	$68.00
HDMI Cable Series 2 (6ft.)	BIS-HDMI-6FT-S2	8.00	$20.00	$160.00
HDMI Cable Series 2 (25ft.)	BIS-HDMI-25FT-S2	1.00	$59.00	$59.00
Installation Supplies	BIS-INST-SUP	1.00	$1,092.78	$1,092.78
% DISCOUNT	PCT-DISCOUNT			($7,024.82)
Shipping/Handling	S/H	1.00	$5,221.79	$5,221.79
On-site Setup, Installation and Training	SIT	1.00	$5,940.00	$5,940.00
Annual ON-SITE SERVICE / SUPPORT - Contract to be Issued Upon Installation	NMNT-DCR	1.00	$10,022.25	$10,022.25

Subtotal: $101,774.82
Discounts: - $7,024.82
Total (Before Tax): $94,750.00

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Proposal Terms and Conditions

Proposal ID	P-2300492
Effective Period	This proposal is valid through 03-20-2024.
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	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.
	Restocking Fee: A 20% restocking fee will be charged for all canceled orders.
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

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Proposal P-2300492 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-2300492.

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.
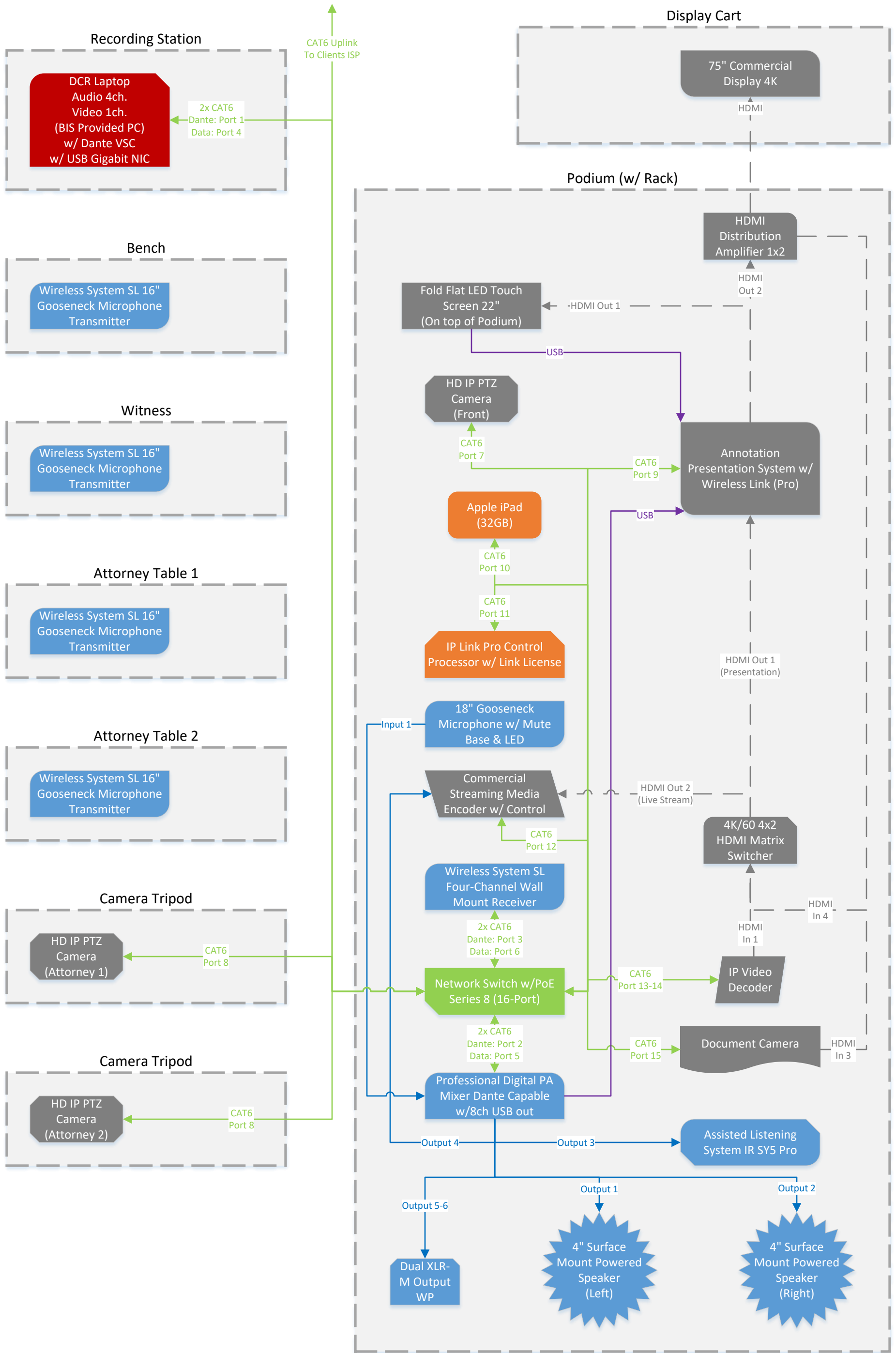
Evidence Presentation

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.

Recording Station

DCR Laptop
Audio 4ch.
Video 1ch.
(BIS Provided PC)
w/ Dante VSC
w/ USB Gigabit NIC

2x CAT6
Dante: Port 1
Data: Port 4

CAT6 Uplink
To Clients ISP

Bench

Wireless System SL 16"
Gooseneck Microphone
Transmitter

Witness

Wireless System SL 16"
Gooseneck Microphone
Transmitter

Attorney Table 1

Wireless System SL 16"
Gooseneck Microphone
Transmitter

Attorney Table 2

Wireless System SL 16"
Gooseneck Microphone
Transmitter

Camera Tripod

HD IP PTZ
Camera
(Attorney 1)

CAT6
Port 8

Camera Tripod

HD IP PTZ
Camera
(Attorney 2)

CAT6
Port 8

Display Cart

75" Commercial
Display 4K

HDMI

Podium (w/ Rack)

HDMI
Distribution
Amplifier 1x2

HDMI
Out 2

Fold Flat LED Touch
Screen 22"
(On top of Podium)

-HDMI Out 1-

USB

HD IP PTZ
Camera
(Front)

CAT6
Port 7

CAT6
Port 9

Annotation
Presentation System w/
Wireless Link (Pro)

Apple iPad
(32GB)

USB

CAT6
Port 10

CAT6
Port 11

IP Link Pro Control
Processor w/ Link License

HDMI Out 1
(Presentation)

18" Gooseneck
Microphone w/ Mute
Base & LED

Input 1

Commercial
Streaming Media
Encoder w/ Control

HDMI Out 2
(Live Stream)

CAT6
Port 12

4K/60 4x2
HDMI Matrix
Switcher

Wireless System SL
Four-Channel Wall
Mount Receiver

2x CAT6
Dante: Port 3
Data: Port 6

HDMI
In 4

Network Switch w/PoE
Series 8 (16-Port)

CAT6
Port 13-14

HDMI
In 1

IP Video
Decoder

2x CAT6
Dante: Port 2
Data: Port 5

CAT6
Port 15

Document Camera

HDMI
In 3

Professional Digital PA
Mixer Dante Capable
w/8ch USB out

Output 4

Output 3

Assisted Listening
System IR SY5 Pro

Output 5-6

Output 1

Output 2

Dual XLR-
M Output
WP

4" Surface
Mount Powered
Speaker
(Left)

4" Surface
Mount Powered
Speaker
(Right)

Wiring Legend:
- Audio:
- HDMI:
- VGA:
- Composite:
- Network:
- USB:
- HDBaseT:

Clients Existing Equipment

Signature:

Date:

Effingham County Superior Court (GA)
Q-8022605

AUDIO / VIDEO LINE DRAWING

	DWG NO		REV
	1		A
AUTHOR: **M.J.C.**	DATE: **3.2.2023**	SHEET	**1 of 1**

Installation (I) - BIS-3000077

Effingham County Superior Court

Dan Meyer
dan.meyer@bisdigital.com

Superior Courtroom Option: A

Will this Scope of Work apply to multiple rooms?
No -- This scope does NOT consider multiple rooms.

Description / Notes:
BIS to install podium with all equipment needed including:
DSP
Amp
Wired microphone on podium, wireless microphones for courtroom use
Speakers
Listening Assist system
Touch screen monitor
iPad for audio controls
Network Switch
Wireless presentation capabilities, wired HDMi input at podium
PTZ cameras w/tripods for Zoom/WebEx video conferencing
BIS to install A/V cart with monitor for evidence viewing
Client will have the ability to stream court proceedings to website, as desired by client
BIS to provide laptop w/8ch DCR recording software for recording audio of court proceedings by court reporter

The desired goal is to have an all-in-one podium that can be wheeled into the courtroom, connect power and network connection to hold court proceedings.

NO EQUIPMENT CAN BE MOUNTED ON WALLS

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.
• 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 Effingham 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 _____

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

Recording PC Minimum Requirements:

2/4 Channel Audio Only
- 8GB RAM (For Windows 7-11 @ 64-bit)
- 500 GB Hard Drive / 8 MB Cache / 7200 RPM
- Intel Core i3 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
- 8GB RAM (For Windows 7-11 @ 64-bit)
- 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 (For Windows 7-11 @ 64-bit)
- 2TB Hard Drive / 8 MB Cache / 10,000 RPM
- Intel Core i7 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

DCR PC Location:

Clerk

DCR PC Status:

Provide New PC

DCR Audio License (New):

4

DCR Primary Storage:

Local PC Hard Drive

DCR Secondary Storage:

Networked Drive

DCR Recording Access:

DCR Player

Does the client currently record?

No -- BIS Digital is introducing recording to the client via DCR.

DCR Video License (New):

1

DCR Control:

- Recording PC

Audio Feeds

A1 Location: Judge	**A1 Status:** Provide 1 New	**A1 Placement:** Desk-sitting	**A1 Type:** 18" Gooseneck (Wireless w/ Mute)	**A1 DCR Channel:** 1	**A1 Function:** Stream Online / VTC
A2 Location: Witness	**A2 Status:** Provide 1 New	**A2 Placement:** Desk-sitting	**A2 Type:** 18" Gooseneck (Wireless w/ Mute)	**A2 DCR Channel:** 2	**A2 Function:** Stream Online / VTC
A3 Location: Attorney Table 1	**A3 Status:** Provide 1 New	**A3 Placement:** Desk-sitting	**A3 Type:** 18" Gooseneck (Wireless w/ Mute)	**A3 DCR Channel:** 3	**A3 Function:** Stream Online / VTC
A4 Location: Attorney Table 2	**A4 Status:** Provide 1 New	**A4 Placement:** Desk-sitting	**A4 Type:** 18" Gooseneck (Wireless w/ Mute)	**A4 DCR Channel:** 3	**A4 Function:** Stream Online / VTC
A5 Location: Podium 1	**A5 Status:** Provide 1 New	**A5 Placement:** Desk-sitting	**A5 Type:** 18" Gooseneck (w/ Mute)	**A5 DCR Channel:** 4	**A5 Function:** Stream Online / VTC

Speakers

S1 Location:
Podium 1

S1 Status:
Provide 4 New

S1 Type:
In-ceiling Speaker

S1 Zone:
TBD

Video Feeds

V1 Location:
Podium 1

V1 Status:
Provide 1 New

V1 Placement:
Desk-mounted

V1 Type:
HDMI Video Feed

V1 DCR Channel:
N/A

V1 Function:
Stream Online / VTC

V2 Location:
Podium 1

V2 Status:
Provide 2 New

V2 Placement:
Cart-secured

V2 Type:
PTZ IP Camera

V2 Function:
Stream Online / VTC

V2 Shot:
TBD

Displays and Control Points

D1 Location:
Podium 1

D1 Size (inches):
24"

D1 Status:
Provide 1 New

D1 Type:
Touch Display

D1 Placement:
Desk-mounted (fold-flat)

D1 Content View:
A Single Source (Static) View

D1 Content:
- Multi-Media
- Publish
- VTC Participants

D1 Control:
- BYOD Pairing (On/Off)
- Speakers (Volume/Power)
- Launch VTC Platform
- Live Stream (On/Off)
- Microphones (Levels/Mute)
- Source Select

D2 Location:
Cart

D2 Size (inches):
75"

D2 Status:
Provide 1 New

D2 Type:
Display

D2 Placement:
Cart-secured

D2 Content View:
A Single Source (Static) View

D2 Content:
- Multi-Media
- Publish
- VTC Participants

Equipment

	Location	Status	Make / Model	Ports Available
Amplifier	Podium 1	Provide 1 New		
Assisted Listening System	Podium 1	Provide 1 New		
DSP/Mixer	Podium 1	Provide 1 New		
Network Switch	Podium 1	Provide 1 New		
Power Conditioner	Podium 1	Provide 1 New		
Presentation System	Podium 1	Provide 1 New		

Rack

	Location	Status	Type	Access	Conduit	Units Available
Rack 1	Podium 1	Use 1 Client-Provided	Open-frame	Direct (in-room)	None	10U

System Live Streaming (NOTE: Only the sources selected in the equipment tables will appear in a live stream):

- Viemo

System Video Teleconferencing (NOTE: Only the sources selected in the equipment tables will be used in VTC):

- Zoom

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.

Network Approval Process?

No

Access above ceiling?

N/A -- Ceiling access is not needed.

Any ceiling height on-site greater than 12 feet?

N/A -- BIS Digital does not need to access the ceiling.

Known asbestos?

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

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.

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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