



Dekalb County BOCC

Proposal

Dekalb County BOCC Temporary Commission Room Setup - 178 Sam Street

04-08-2024

Mr. Rodney Reese
178 Sam St
Decatur GA 30030
(404) 371-4967
rreese@dekalbcountyga.gov



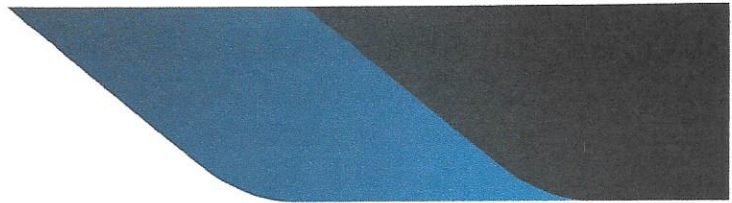
1350 NE 56th Street, Suite 300
Ft. Lauderdale, FL 33334



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



Email: info@bisdigital.com
Web: www.bisdigital.com



Proposal Information

Title of Proposal:

Dekalb County BOCC Temporary Commission Room Setup - 178 Sam Street

Proposal Total:

\$178,852.37

BIS Digital Proposal Reference ID:

P-2300859

Intended Recipient Name (Attention To):

Mr. Rodney Reese

Drop-off Location (Building Name):

Dekalb County Facilities Management

Delivery Address:

178 Sam St
Decatur GA 30030

Contract Number:

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

Submitting Organization Information

Name:

Business Information Systems, Inc. DBA: BIS Digital

Address:

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

Phone:

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

Email:

sales@bisdigital.com

Account Manager Phone:

(800) 834-7674 x 4518

Website:

www.bisdigital.com

Fax:

(877) 858-5611

Account Manager:

Dan Meyer

Date:

April 8, 2024

Bill of Materials

Account Name:

Dekalb County BOCC (GA)

Quote Name:

I - APR 2022 - 8022265 - Classroom 1 Option: A - Sam Street - Dekalb County BOCC

Quote Number:

Q-8022265

Quote Amount:

\$178,852.37

Date:

4/10/24

Quote Expiration Date:

10/10/24

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
18" Gooseneck Microphone w/Programmable Mute Base & LED (Series 3)	BIS-MIC-GBL18-S3	8.00	520.00	\$468.00	\$3,744.00
PoE Dante Mic/Line 2ch Input Expander with Phantom Power (Series 2)	BIS-DANTE-I22-S2	5.00	550.00	\$495.00	\$2,475.00
Wireless System SL Gooseneck Base Transmitter Series 1	BIS-WSSL-GBT-S1	4.00	1325.00	\$1,192.50	\$4,770.00
Wireless System SL 16" Gooseneck Microphone Series 1	BIS-WSSL-16GM-S1	4.00	499.00	\$449.10	\$1,796.40
Wireless System SL Four-Channel Wall Mount Receiver w/ Dante Output Series 1	BIS-WSSL-FCWM-D-S1	1.00	4250.00	\$3,825.00	\$3,825.00
Wireless System SL Wireless Tabletop Charging Station Series 1	BIS-WSSL-WTCS-S1	2.00	625.00	\$562.50	\$1,125.00
4K/UHD Professional PTZ Camera	BIS-AW-UE150-CAM	6.00	11400.00	\$10,260.00	\$61,560.00
NDI® HX Upgrade for AW-UE150 Panasonic Camera	BIS-PPTZH XU-AW-UE150	6.00	450.00	\$405.00	\$2,430.00
4K 12G-SDI / HDMI Professional Live Video Production Switcher	BIS-4K-12G-SDI-PRO-BROAD-SW	1.00	22050.00	\$19,845.00	\$19,845.00
Touchscreen Remote Camera Controller	BIS-BROAD-RP150-JS	1.00	4935.00	\$4,441.50	\$4,441.50
Professional Broadcast Reference Monitor 16"	BIS-DM160	1.00	6000.00	\$5,400.00	\$5,400.00

Item	Product Code	Qty	List Price	TIPS Price	Total Price
24" Commercial Display FHD	BIS-D-HD-24-C	2.00	805.00	\$724.50	\$1,449.00
13"-32" Monitor Desk Stand 75x75 - 100x100 VESA	BIS-MDS-13-32	2.00	95.00	\$85.50	\$171.00
85" Display 4K	BIS-D-4K-85	1.00	2200.00	\$1,980.00	\$1,980.00
40"-90" Commercial Grade Full Motion Wall Mount 150lbs Max	BIS-CGD-WMT-FM-40-90	1.00	820.00	\$738.00	\$738.00
HDMI over CAT6 Extender (Series 3)	BIS-HDMI-EXT6-S3	2.00	630.00	\$567.00	\$1,134.00
HD-SDI to HDMI Converter (Series 2)	BIS-CONV-HSDI-HDMI-S2	1.00	355.00	\$319.50	\$319.50
Rackmount AV 4K Recorder (Series 1)	BIS-RM-AV-4K-REC-S1	1.00	2550.00	\$2,295.00	\$2,295.00
SATA 2.5" SSD 2TB	BIS-SSD-SATA-2.5-2TB	2.00	450.00	\$405.00	\$810.00
DANTE XLR Output Adapter (2ch)	BIS-XLR-DANTE-2CHOUT	1.00	365.00	\$328.50	\$328.50
4U Rack Enclosed 15" Depth	BIS-R-4U	1.00	300.00	\$270.00	\$270.00
Power Distribution System (Series 2)	BIS-PWR-DIST-S2	1.00	450.00	\$405.00	\$405.00
48-port Network Switch 2x 10GB 48x PoE+ (960w)	BIS-NS-M4300-GSM4352PB	1.00	4750.00	\$4,275.00	\$4,275.00
HD-SDI Cable (500ft)	BIS-HDSDI-CX-500	2.00	625.00	\$562.50	\$1,125.00
CAT6A Cable Shielded Black 500'	BIS-W-CAT6A-SHB-500	3.00	600.00	\$540.00	\$1,620.00
Microphone Wire 22AWG (Plenum) - 500ft Roll	BIS-W-MP-22AWG-500ft	2.00	120.00	\$108.00	\$216.00
HDMI Cable (6ft)	BIS-HDMI-6FT-MM	7.00	21.00	\$18.90	\$132.30
CAT6A Patch Cable Shielded (3ft)	BIS-CAT6A-STP-03-BLK	12.00	15.50	\$13.95	\$167.40
CAT6A Patch Cable Shielded (6ft)	BIS-CAT6A-STP-06-BLK	5.00	22.50	\$20.25	\$101.25
CAT6A Patch Cable Shielded (10ft)	BIS-CAT6A-STP-10-BLK	2.00	28.00	\$25.20	\$50.40
Installation Supplies	BIS-INST-SUP	1.00	2308.71	\$2,077.84	\$2,077.84
Shipping / Handling (C)	S/H-C	1.00	5875.00	\$5,287.50	\$5,287.50
Full Day – On-site engineering support, training, setup and commissioning (Panasonic)	BIS-AV-SVCENGFDOS	2.00	2299.00	\$2,069.10	\$4,138.20
Travel – Daily Trip Charge (Panasonic)	BIS-AV-SVCTRVLDAY	1.00	205.00	\$184.50	\$184.50
Travel – Airfare + 1 Night Hotel (Panasonic)	BIS-AV-SVCTRVLAF	1.00	1350.00	\$1,215.00	\$1,215.00
On-site Setup, Installation and Training (per system)	SIT	1.00	9900.00	\$8,910.00	\$8,910.00
4 Hours - Remote Support - (Panasonic)	BIS-AV-SVCREMSUPP4H	2.00	505.00	\$454.50	\$909.00
ProAV Premium 5 Yr Service Support (UE150 Camera)	BIS-AV-SVCEXTWAR5YD	6.00	1500.00	\$1,350.00	\$8,100.00

Item	Product Code	Qty	List Price	TIPS Price	Total Price
ProAV Premium 5 Yr Service Support (RP150 Camera Controller)	BIS-AV-SVCEXTWAR5YB	1.00	600.00	\$540.00	\$540.00
Annual ON-SITE SUPPORT (Includes Hardware Replacement) - Contract to be Issued Upon Installation	NMNT-OS-HRDW	1.00	20545.65	\$18,491.09	\$18,491.09
TIPS Contract 230901 - Audio Visual Equipment, Supplies, and Services	BIS-X-TIPS				

Total (Before Tax): \$178,852.37

Proposal Terms and Conditions

Proposal ID	P-2300859
Effective Period	This proposal is valid through 10-05-2024.
Tax Status	Sales tax will be added to an invoice unless a Tax-Exempt Form is on file with the BIS Digital corporate office.
Deposit	All orders above \$5,000 require a 50% deposit. Once the deposit for an order is received by BIS Digital, installation scheduling and shipment of goods will occur.
Payment Terms	Payment for the delivery of goods is due upon the transfer of possession of the goods to the buyer or its agent. Payment of services is due when all services have been fully performed in accordance with the terms of the agreement. The buyer shall promptly inspect the goods or services upon receipt and shall notify BIS Digital of any defects or non-conformities. An ACH number will be provided for payment.
Cancellation	<p>In the event a customer cancels or postpones an order after a deposit has been received, BIS Digital reserves the right to invoice for hardware, software, shipping costs, and any other materials procured for the order.</p> <p>Restocking Fee: A 20% restocking fee will be charged for all canceled orders.</p>
Limited Warranty	New software supplied by BIS Digital are covered for 90 days from the date of installation. New hardware supplied by BIS Digital are covered for 90 days from the date of delivery. Manufacturer Warranties do not cover On-Site Technical Support, Shipping costs, or Software upgrades.
Software Assurance	Annual Software Assurance entitles users to software upgrades at a fixed fee assessed at time of purchase.
Substitutions	Unforeseen supply chain disruptions or component shortages may impact the availability of goods. As a result, some items may require substitution and may be subject to price and/or delivery time variances. In these instances, BIS Digital will consult with the customer about options and alternatives.



Proposal P-2300859 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-2300859.

Accounts Payable Information

Full Name (Print):

Phone Number:

Email Address:

Fax Number:

Purchase Order Required for Purchasing?

Purchase Order Number:

YES

NO

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.

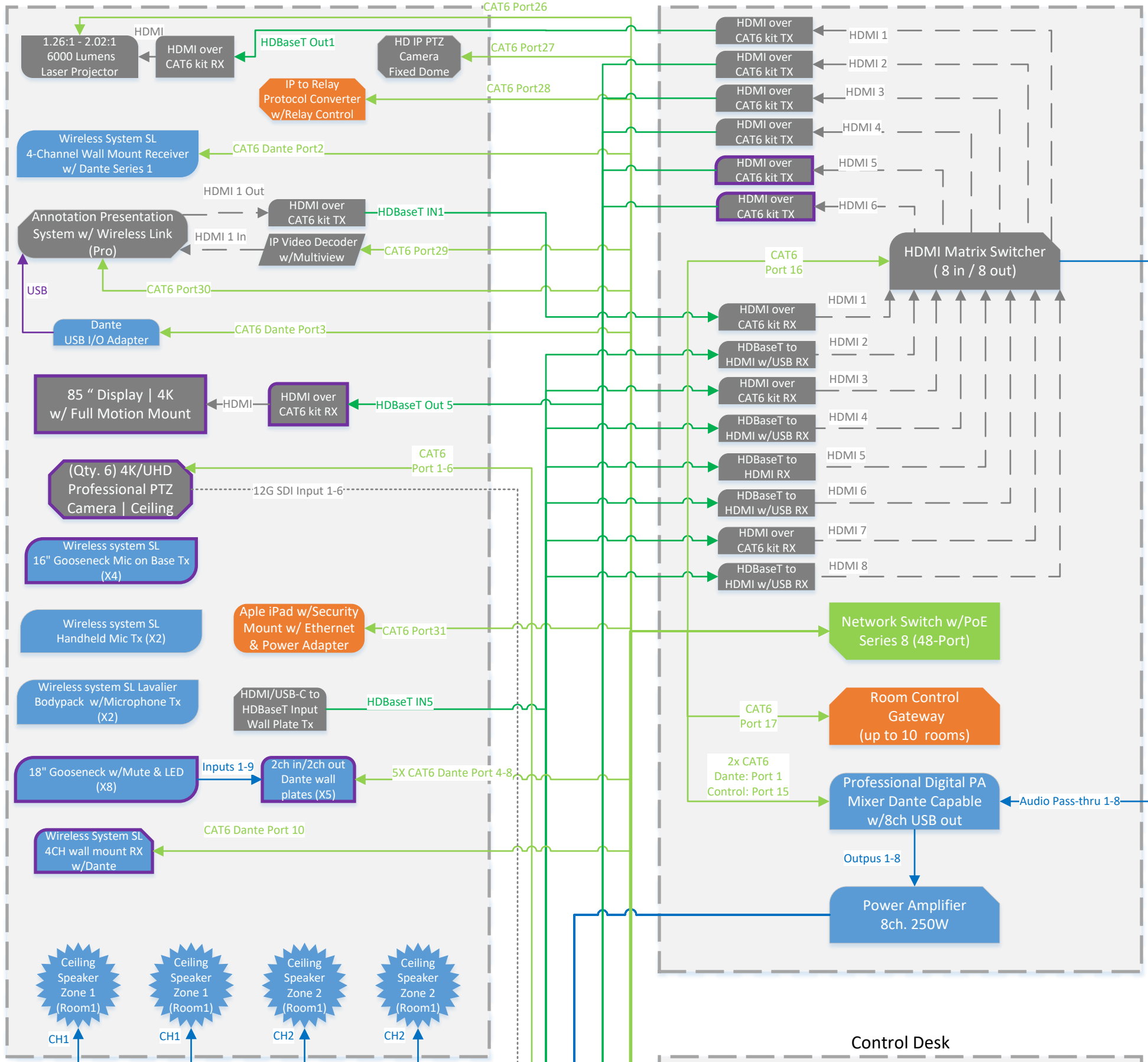
Account Manager – Dan Meyer
(800) 834-7674 x 4518

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

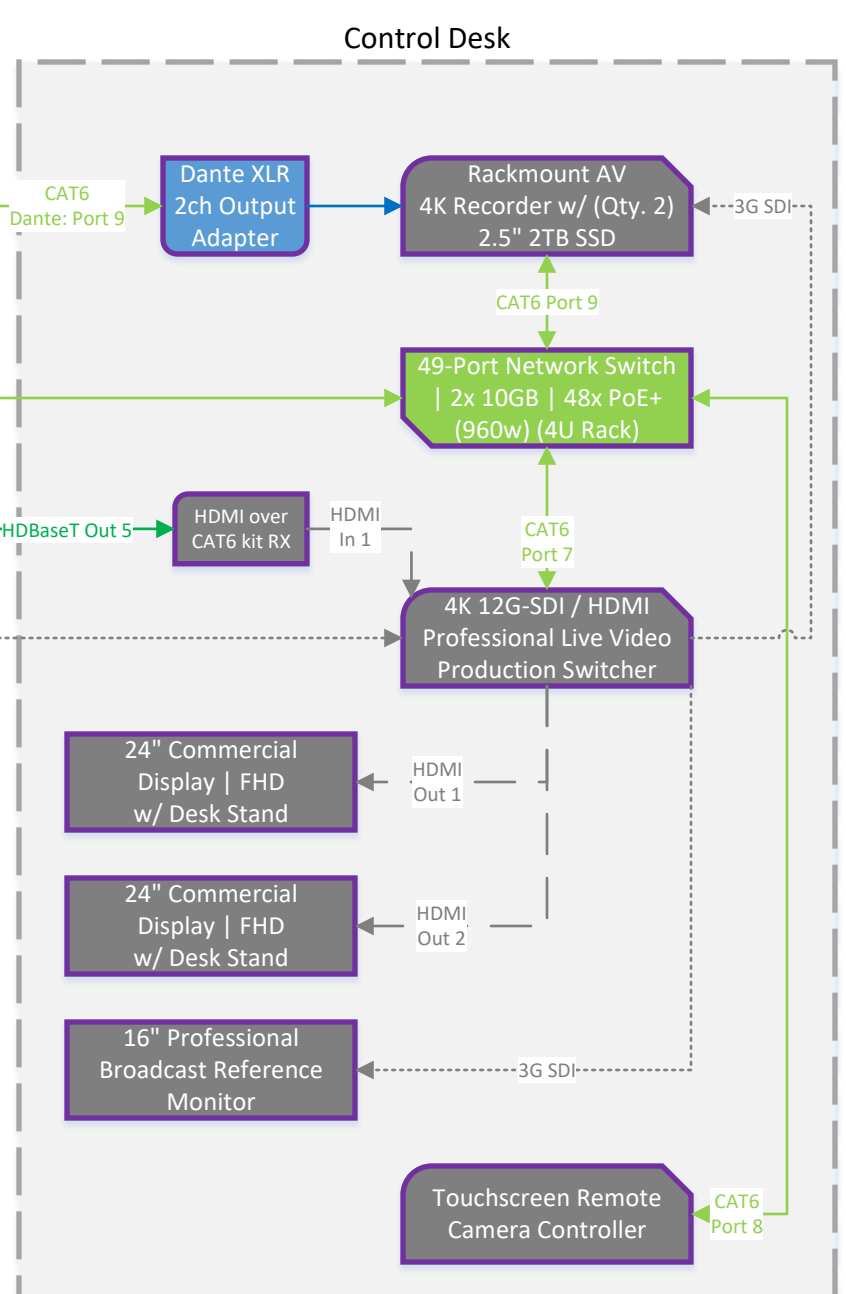
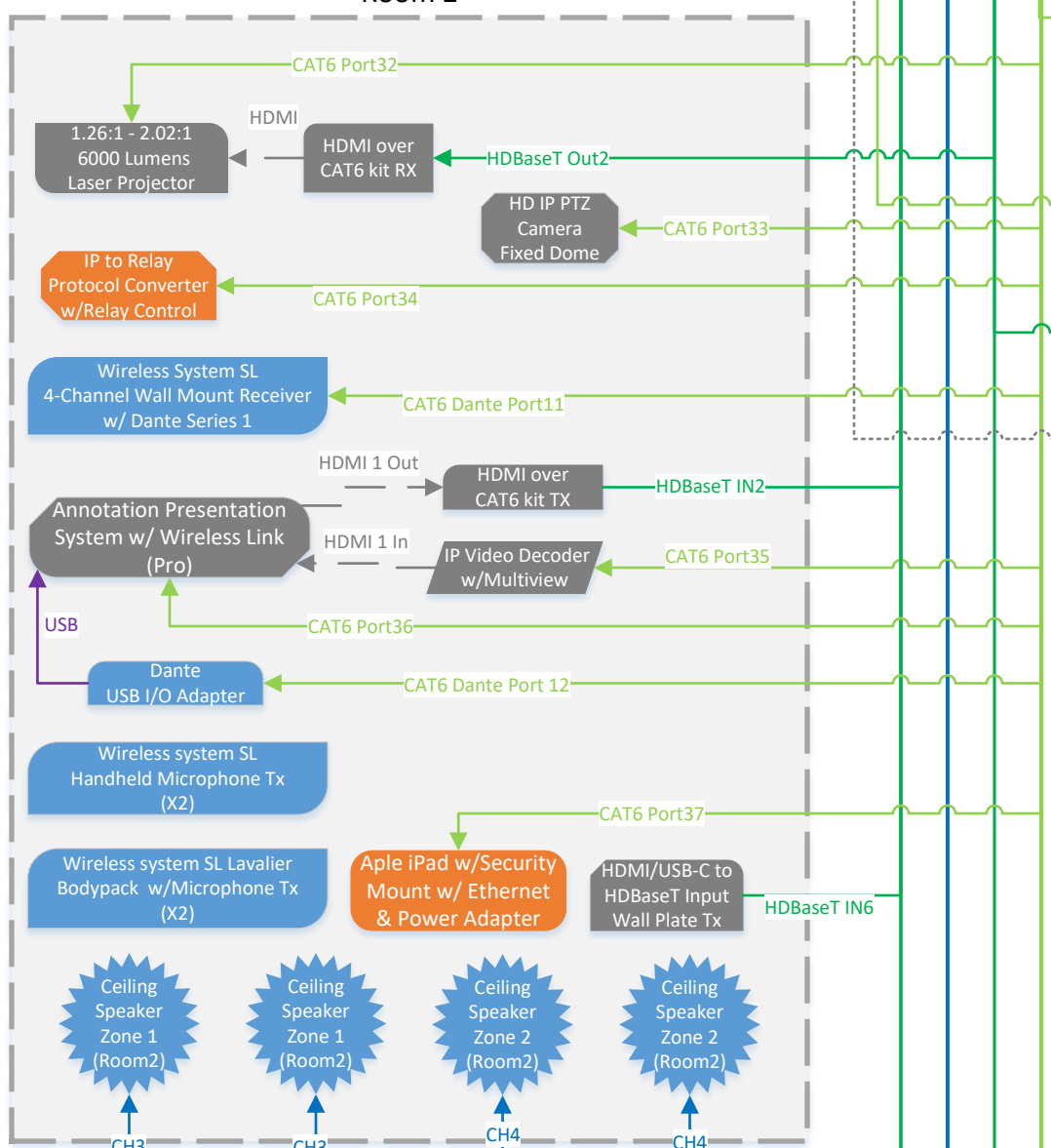
Director of Operations – Mitch Wise
(800) 834-7674 x 9516

Room 1

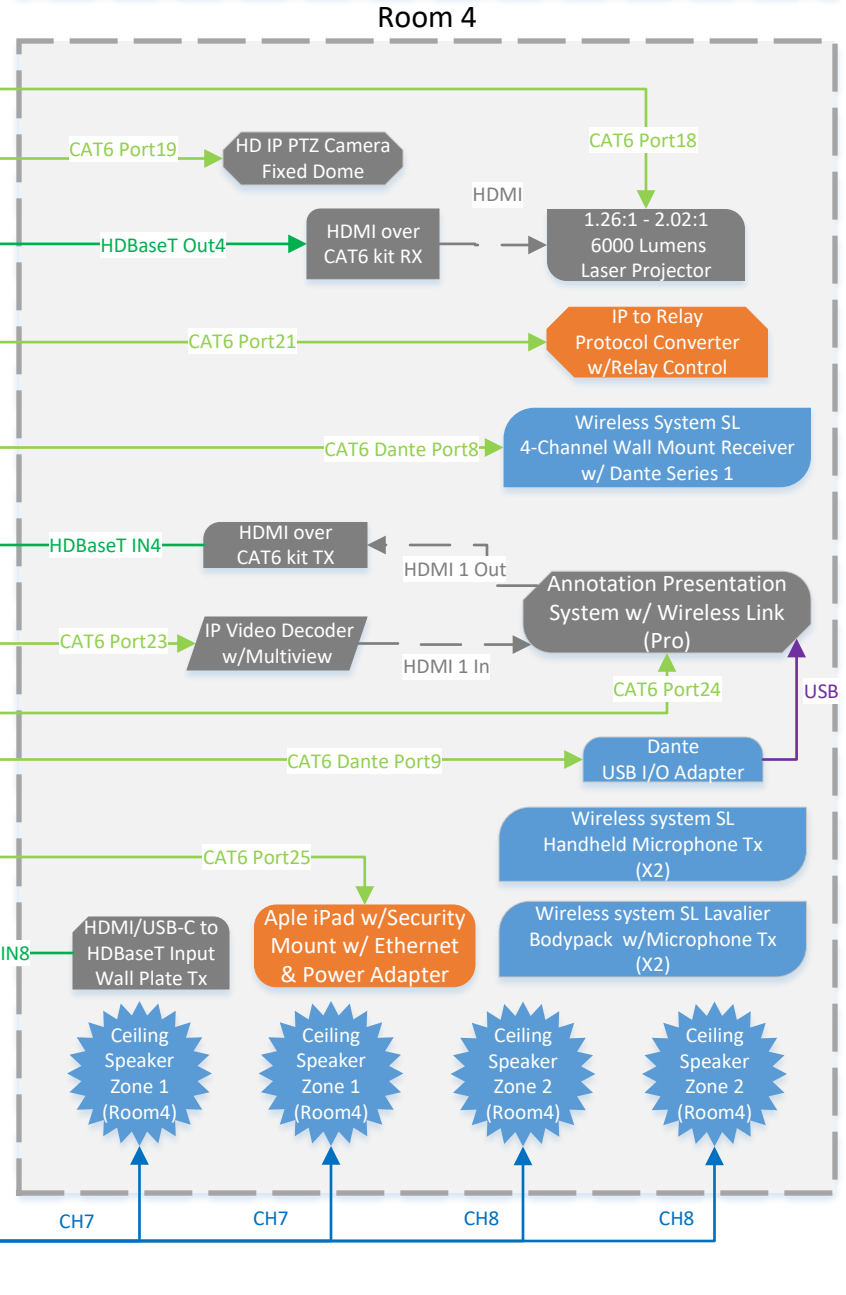
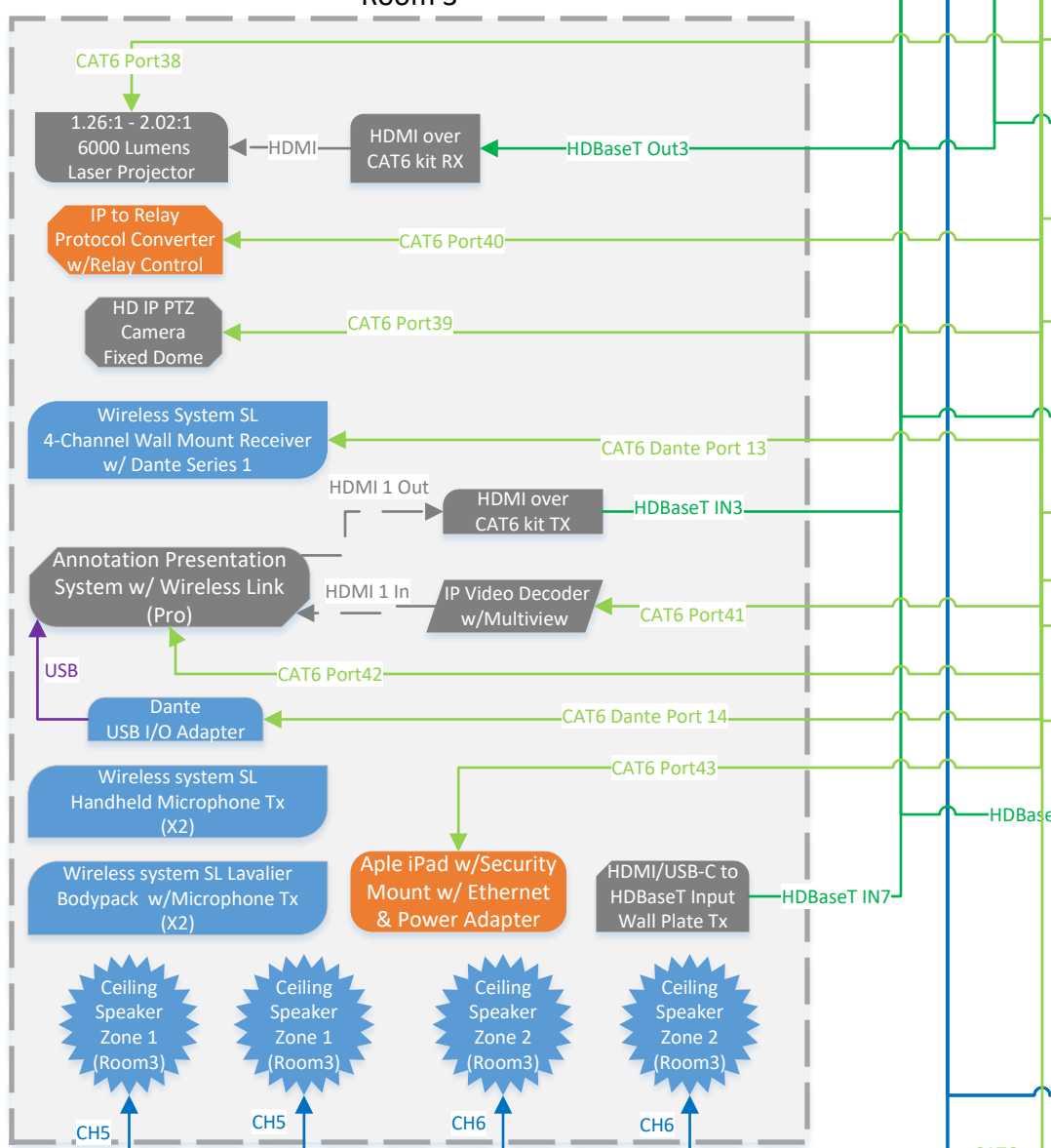
21 U Rack Enclosure in Telecom Room



Room 2



Room 3



Equipment on Q-8022265

Signature: _____ Date: _____

<p>ALL IDEAS, DESIGNS AND PLANS REPRESENTED BY THIS DRAWING ARE OWNED BY AND ARE THE PROPERTY OF BIS DIGITAL. THEY WERE CREATED AND DEVELOPED FOR USE ON THIS SPECIFIED PROJECT ONLY. NONE OF THE IDEAS, DESIGNS AND PLANS SHALL BE USED BY ANY PERSONS OR CORPORATIONS FOR ANY PURPOSE WITHOUT THE WRITTEN CONSENT OF BIS DIGITAL.</p>	<p>BIS DIGITAL</p> <p>1330 NE 58th STREET, SUITE 300 FORT LAUDERDALE, FL 33334 PHONE: 800.715.1234 WEBSITE: www.bisdigital.com</p>	<p>Dekalb County Facilities Mgmt (GA) Classroom A1600 Option A Q-8022265_CO</p>	
		<p>AUDIO / VIDEO LINE DRAWING</p>	
<p>AUTHOR: M.M.</p>	<p>DATE: 2/17/2023</p>	<p>DWG NO 1</p>	<p>REV A</p>

Installation (I) - BIS-3001961

Dekalb County BOCC

Dan Meyer
dan.meyer@bisdigital.com

Classroom 1 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?

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

Network Approval Process?

No

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

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:

Dekalb County Commissioners will be moved temporarily to Sam Street, Classroom 1.

BIS to install additional microphones to accommodate the dais, clerk and staff tables.

BIS to install additional broadcast quality cameras for streaming of commission meetings.

BIS to install video switcher and joystick control for cameras.

BIS to install 85" display on left side of dais for commissioners confidence display to view voting results, feed from client supplied Granicus setup.

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 Dekalb County BOCC 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 Dekalb County BOCC 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	0	0
DCR-VC	0	0
DCR Player	0	0
Web Access / Network Monitor	0	0
Room Control	6	4
Evidence Presentation	6	4
Other (see notes)	8	4
Total	20	

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

0.83

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

Audio Sources

	Location	Status	Placement	Type	Make/Model	DCR Channel	Function
A1	Dais	Provide 8 New	Desk-sitting	18" Gooseneck (w/ Mute)		N/A	Stream Online
A2	Other (see notes)	Provide 4 New	Desk-sitting	18" Gooseneck (Wireless)		N/A	Stream Online

Video Sources

	Location	Status	Placement	Type	Make/Model	Shot	Dist. to Target	Target	DCR Channel	Function
V1	Dais	Provide 2 New	Ceiling-mounted	PTZ IP Camera					N/A	Stream Online
V2	Wall A	Provide 1 New	Ceiling-mounted	PTZ IP Camera					N/A	Stream Online
V3	Wall C	Provide 1 New	Ceiling-mounted	PTZ IP Camera					N/A	Stream Online
V4	Podium 1	Provide 2 New	Ceiling-mounted	PTZ IP Camera					N/A	Stream Online

Displays

	Location	Status	Placement	Size	Type	Make/Model	Include Audio?	A/V Room Controls?	Annotation Control?
D1	Wall C	Provide 1 New	Wall-mounted (full-motion)	85"	Display	Voting results	No	Yes	No
D2	Wall A	Provide 2 New	Desk-sitting	24"	Display	From Switcher	No	Yes	No
D3	Wall A	Provide 1 New	Desk-sitting	16"	Display	Broadcast view	No	Yes	No

Rack(s)

	Location	Status	Type	Access	Conduit	Units Available
Rack 1	Wall A	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.

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

No – System will be installed with Existing Infrastructure.

Room Diagram:

