

**SOLE SOURCE REQUEST**

**TO:** Purchasing Director

**FROM: (Contact)** Donna Willingham, Recorder's Court Director

**DEPARTMENT:** Recorder's Court

I hereby request that you purchase Upgrade of video and audio for courtrooms C & D  
(Item(s) or Service)

From BIS Digital for the following reason(s): (Procurement Source)

1. Additional item to be used with existing equipment available only from this source.
2. A study has been made and this is the only acceptable item/service that can be used that we are able to locate (must attach study results).
3. This company is the only known supplier of this item/service.
4. Other (List Justification Below)

BIS has installed and supported the DCR recording software in the two courtrooms since 2010. BIS is the only recording company that can use the DANTE technology to send audio over Cat6 to the recording PC in the courtroom eliminating points of failure in old design.

BIS installed the same equipment in the new courtroom – these two older courtrooms will have the exact same equipment setup as the new courtroom.

BIS installed and supports the video conferencing system at Chatham County Detention Center that the Recorders Court uses for first appearances.

BIS will be a single point of contact for the audio, digital recording and video conferencing used in the courtroom, eliminating the need for multiple vendors supporting systems. With one vendor responsible for all audio/recording/video conferencing in the courtrooms, there is no finger pointing, no "it's your sound system vendor problem" or "it's your recording system vendor problem", etc

This item is being used for: (Provide detailed description of intended use) All court hearings in courtrooms C & D.

Please list other sources contacted (if any):

---

---

---

Please advise whether the funding source is from a grant? If so, identify the grant:

REQ# 234024 Total Cost: \$62,500 Fund/Acct: 150-1120.51295  
No

---

Must be approved by Department Head:

Donna Williamson  
Department Head

**Note: Any purchase (including Sole Source) must be approved by City Manager if over \$3000 or City Council if over \$25,000, prior to order placement.**



## BIS Digital – Audio Video Integration Solutions

Account Chatham County Recorder's Court (GA)

Quote Number Q-8013734-8.9.2019

Opportunity Name Chatham County Recorders Court Renovations (GA)

Thank you for the opportunity to submit this proposal for our Digital Court Recorder (DCR), multi-channel audio video (AV) recording solution. Our total turnkey solution includes system design, planning, programming, installation, training, service and support.

### About BIS Digital

BIS Digital, Inc. "captures the record" with our fully integrated communications and multi-media recording solutions. Our technology helps administrators manage courtrooms and judicial proceedings as well as meetings held by city, county, state and federal government. BIS Digital systems also play an integral role in law enforcement, public safety and emergency management operations.

We design systems with fully integrated audio-visual capabilities for optimal workflow and efficiency. Founded in 1982, BIS Digital has the knowledge and experience gained through our large customer base to build the perfect AV system from concept to completion for your environment. We handle everything from planning and design to installation and service. We even purchase all the equipment. Moreover, we'll make sure your staff is properly trained on using the system to master its operation.

Our solutions may include:

- Multi-channel audio and video recording
- HDMI video presentation
- Virtual and hosted video conferencing
- Digital sound systems
- Camera video
- Live broadcast & CATV production
- Enterprise smart control
- Remote language translation, including American Sign Language

We want to ensure a successful implementation, so all installation, training and support services are provided by certified BIS Digital technicians, not subcontractors. User training will be provided once the installation is *finished*. We also will be available to answer any questions and provide support for any issues that arise after the completion of the installation. Additional on-going training is available with a service level agreement.

BIS Digital offers several options for technical service and support, including a *Full Service* agreement with unlimited onsite and remote support, unlimited training, hardware replacement and software upgrades. Support agreements are typically one-year, but multi-year agreements are possible.



## **Audio Video Integration Management Solutions**

1. Audio Video Integration Solutions
  - a. Digital, AVB & Network Sound Systems
  - b. IP & Network HD Video, PTZ Camera, Live Broadcast & Production
  - c. HDMI Presentation Technology Systems with HDBaseT Output
  - d. In-house custom engineering and programming
2. BIS Enterprise Room Control Solutions  
Software Based IP Command Controllable Room Control Systems
  - a. IP, Network and Server based
  - b. PC, Tablet, Smartphone control ready
  - c. Communicates with BIS AV Integration solutions
3. DCR Family - Digital Audio Video Recording Solutions  
(Portable, Standalone & Centralized)
  - a. Records up to 32 separate channels of audio
  - b. Records up to 8 separate channels of video
  - c. Records all Bookmarks, Annotations and Attachments
  - d. Records to one single file
4. Remote Translation
  - a. Language Interpretation & American Sign Language
5. Video Arraignment & First Time Arraignment
6. Hosted Video Conferencing Technology
  - a. Virtual Video Court or Hearings with audio, video & presentations
  - b. From 25 individual participants per remote call up to 100s per remote call
7. Call Logging Solutions  
Digital – IP – Analog systems – Radio
8. Suiteone Web Hosting / Live Stream Solutions
  - a. Web Hosting - branded & custom hosted site to publish on-demand events, complete  
with audio & video recordings, agendas, meeting minutes, & other documents with unlimited users, bandwidth & storage
  - b. Live Streaming - on PC, Mobile, Tablet, & Smart Phone Devices





**Date** Friday, August 09, 2019

**Quote Number** Q-8013734-8.9.2019  
Chatham County Recorders Court Renovations (GA)

**Sales Consultant** Dan Meyer  
(800) 834-7674 Ext 4518 / dan.meyer@bisdigital.com

**Primary Contact** Veronica Session-Culver, Admin Assistant Judge Stokes  
133 Montgomery St  
Savannah, GA 31401  
(912) 652-7253 / (912) 652-7412 (Fax)  
vsessionculver@savannahga.gov (Email)

**Billing Address** Chatham County Recorder's Court (GA) / A-1005410  
133 Montgomery St  
Savannah, GA 31401

**Shipping Address** Same

**Users To Train** TBD

**Wiring Required** Yes

**Installation Notes** BIS to install new PAs and Amps in courtrooms 1B & 1C with DANTE technology. New microphones to be installed for court staff along with stands/mounts as outlined below in product list. New ceiling speakers to be installed in courtroom, zoned for best audio quality. Existing DCR recording systems will be connected via DANTE technology, old PA splitter and mixers to be removed and disposed of. New IP camera to be installed in courtroom using existing Cat6 cabling already present in courtrooms from previous installation. New ADA compliant listening assist included for hearing impaired individuals. New video conferencing equipment will be installed and recorded on existing DCR software. All cabling included.

On-site installation and training included. Tesira Canvas software included at no charge for court staff to make any adjustments to PA as needed.

Remote Support contract included.

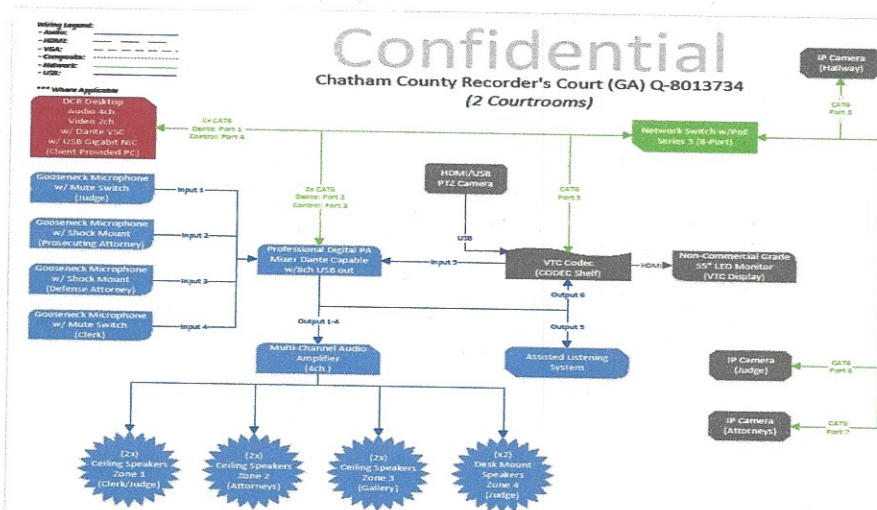


Item	Product Code	Qty	Unit Price	Total Price
<b>PA systems with Amplifiers</b>				
Professional Digital PA Mixer DANTE Capable w/8ch USB out and POTS/VoIP Interface <i>(includes VOIP interface for phone testimony)</i>	BIS-MX-DAN-USB8PV	2	\$4,100.00	\$8,200.00
Multi-Channel Audio Amplifier (4ch. 4/8 ohm & 70 volt)	BIS-PA-MCA-4ch (Series 2)	2	\$2,200.00	\$4,400.00
<b>Microphones</b>				
BIS Gooseneck Microphone <ul style="list-style-type: none"> <li>Judge – 1 per room</li> <li>Clerk – 1 per room</li> <li>Attorney stands – 2 per room</li> </ul>	BIS-M-GN	8	\$269.00	\$2,152.00
Gooseneck Microphone Quickmount Stand w/ Mute Switch <ul style="list-style-type: none"> <li>Judge – 1 per room</li> <li>Clerk – 1 per room</li> </ul>	BIS-MS-GNM	4	\$110.00	\$440.00
Microphone Shock Mount Plate w/XLRF Connector <ul style="list-style-type: none"> <li>Attorney stands – 2 per room</li> </ul>	BIS-MS-338646	4	\$99.00	\$396.00
<b>Speakers</b>				
8" Drop Tile Ceiling Speakers - White (Pair) <ul style="list-style-type: none"> <li>3 pair (6 total) per room</li> </ul>	BIS-SP-DTC	6	\$250.00	\$1,500.00
4" Desk Mount Speakers - Black (Pair) <ul style="list-style-type: none"> <li>Judge bench – 1 per room</li> </ul>	BIS-SP-DMB	2	\$200.00	\$400.00
<b>Connection to existing DCR recording PC</b> <ul style="list-style-type: none"> <li>Eliminates the need for PA splitter &amp; mixer</li> </ul>				
DANTE Virtual Sound Card (up to 64ch)	BIS-DANTE-V64	2	\$120.00	\$240.00
USB Gigabit NIC (10/100/1000)	BIS-NIC-GB	2	\$60.00	\$120.00
Dual CAT5e Wall Plate	BIS-CAT-WP2	4	\$11.20	\$44.80
<b>Upgraded cameras</b>				
IP Camera <ul style="list-style-type: none"> <li>2 per room, use existing Cat6 cable from previous cameras</li> <li>1 outside hall entry door to view from judge's PC</li> </ul>	BIS-VC-IP-CR-S2	5	\$750.00	\$3,750.00
<b>ADA Listening Assist</b>				
Assisted Listening System 7522 Pro	BIS-ALS-7522P	2	\$1,500.00	\$3,000.00





<b>Video Conferencing hardware</b> (to match existing systems used in other courtroom)				
Video Conference 600	BIS-VTC-600	2	\$8,000.00	\$16,000.00
CODEC Shelf	BIS-COD-SLF	2	\$125.00	\$250.00
Wall Mount for HDMI/USB PTZ Camera	BIS-USB-PTZ-S2WM	2	\$150.00	\$300.00
Non-Commercial Grade 4K UHD Monitor (55")	BIS-NCG-4KUHD-55S4	2	\$1,200.00	\$2,400.00
Full Motion Wall Mount for Flat Panel (26" - 55")	BIS-TVM-FM26/55-S2	2	\$200.00	\$400.00
HDMI Cable (6ft.)	BIS-HDMI-6FT-S2	2	\$12.45	\$24.90
<b>Networking equipment</b> (equipment to be placed in existing racks)				
Network Switch w/PoE 8-port	BIS-NS-POE-8S5	2	\$600.00	\$1,200.00
CAT6 Cable BK (Plenum)	BIS-W-CAT6	1	\$599.00	\$599.00
Microphone Wire 22AWG (Plenum)	BIS-W-MP-22AWG	1	\$200.00	\$200.00
Speaker Wire 16AWG (Plenum)	BIS-W-SPKR-16AWG	2	\$385.00	\$770.00
<b>Discount</b>	DISC	1	(\$6,634.45)	(\$6,634.45)
<b>Misc cabling/Shipping/Installation</b>				
Cables and Connectors	BIS-CBL-CON	1	\$1,186.00	\$1,186.00
Shipping/Handling	S/H	1	\$1,404.00	\$1,404.00
On-site Setup, Installation and Training	SIT	2	\$8,100.00	\$16,200.00
<b>Annual DCR REMOTE SUPPORT</b>	NMNT-DCR-R	1	\$3,557.75	\$3,557.75
			<b>Sales Tax Rate</b>	%
			<b>Total (Excluding Sales Tax)</b>	<b>\$62,500.00</b>





All specifications are subject to change without notice. All computers sourced from third parties must first be approved by BIS Digital prior to purchase.

#### Equipment Supply

BIS Digital will furnish the equipment as specified herein. Revisions to this contract are made by approved written "Change Order". BIS reserves the right to bill for equipment as stored materials when delivery or installation is not possible. There are no additional implied or expressed operations of the system other than stated within.

#### Electrical Installation

The customer provided electrical contractor will install all AC power, relay switches & conduit as required for the proposed systems. If required, the customer provided electrician will be responsible for providing and hanging all rigid electrical junction boxes, conduit and installing same. BIS Digital has recommended and asked for Dedicated Electrical Power to be installed at the head-end, controlled end-user equipment or at the same location of final control(s). Dedicated Power shall be the responsibility of the end-user and any external noise or factors creating noise within the systems not exposed by installed electronic equipment shall not be BIS Digital, Inc. responsibility and shall not be reason for any hold-backs whatsoever by any party.

#### Equipment Installation and Head End Connections

BIS Technicians will install all specified equipment and make all final circuit terminations in the head-end equipment racks. The customer will provide all custom carpentry or custom room preparations as required prior to the installation. The customer will provide scaffold or high reach for all installation work in ceilings over fourteen feet. All network connection(s) are to be provided by the customer. Any changes, alterations or deviations from the Equipment and installation obligations specified herein involving extra cost for labor or material will be executed only on written orders for the same. The cost of any added labor or material will become an extra charge over and above the total specified on the Agreement.





### Order Summary

Date	Friday, August 09, 2019
Quote Number	Q-8013734-8.9.2019
Account Name	Chatham County Recorder's Court (GA)
Total (Excluding Sales Tax)	\$62,500.00

### Terms and Conditions

- Effective Period** This proposal is a firm offer for 30 days from quote date Friday, August 09, 2019.
- Tax Status** Sales tax will be added to invoice unless Tax Exempt Form is on file with BIS Digital.
- Payment Terms** **Deposit:** All orders above \$5,000 require a 50% deposit. Once the order and deposit is confirmed {received} by BIS Digital, scheduling of the installation / and shipment of goods will occur.  
**Balance:** The remaining balance is to be paid on the completion of the installation. {delivery of goods at customer site}
- Restocking Fee** 20% restocking fee will be charged for all cancelled orders
- Site Preparation** Customer is required to supply all conduit and cable pulls not listed on this quote. Customer will be responsible for any additional wiring or installation supplies needed during installation.
- Training** BIS Digital will provide full training of all system users per agreed training schedule.
- Limited Warranty** All BIS supplied new systems (Hardware & Software) are covered for 90 days following date of installation/delivery. Warranty does not cover On-Site Technical Support, Shipping costs, or Software upgrades (See Software Assurance below).

This signature and Purchase Order number states acceptance to the above price, terms and conditions, authorizing BIS Digital, Inc. to order, install and bill for the above equipment:

\* Accepted by: Donna Willingham Director of Recorder's Court  
Name Title  
Donna Willingham 8/12/19  
Signature Date

\* Accounts Payable Information \* Required for order to be processed\*

A/P Contact: \_\_\_\_\_  
Name Phone Number  
\_\_\_\_\_  
Email Address Fax #

Is a Purchase Order required for processing? \_\_\_\_\_ P.O # \_\_\_\_\_