

RESOLUTION 16-113


A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AGREEMENTS WITH BUSINESS INFORMATION SYSTEMS, INC. AND SUITEONE MEDIA, INC., FOR THE PROVISION OF LIVESTREAMING SERVICES AND EQUIPMENT IN THE AMOUNT OF \$38,000; AUTHORIZING EXECUTION AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.


BE IT RESOLVED that the appropriate officers of the City are authorized but not required to accept and deliver on behalf of the City those certain Agreements between the City and Business Information Systems, Inc., and SuiteOne Media, Inc., relating to the provision of livestreaming services and necessary equipment, in the basic amount of Thirty Eight Thousand Dollars (\$38,000), in substantially the forms attached and presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in special session this 25th day of August, 2016.

CITY OF PANAMA CITY BEACH

By: 
Mike Thomas, Mayor

ATTEST:

Diane Fowler, City Clerk



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

ADMINISTRATION/Mario Gisbert

2. MEETING DATE:

August 25, 2016

3. REQUESTED MOTION/ACTION:

Approve Resolution approving purchase of equipment and services for Livestreaming Services from Business Information Systems, Inc. and SuiteOne Media, Inc.

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO N/A
BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

The City solicited sealed bids for providing livestreaming service and necessary equipment. One bidder responded to the solicitation. Staff finds the bid was responsive, and recommends award to BIS Digital, Inc. in the amount of \$38,000. Of the total proposal, \$28,345 represents one-time equipment and software purchases, while the balance of \$9,655 represents annual costs for web-hosting subscription services.

Staff recommends approval.



RFP Title:
LiveStreaming Service & Equipment
City of Panama City Beach, FL

RFP Due Date and Time:
August 15, 2016 1:30PM

Table of Contents

Cover Letter	2
Business Information.....	3
Qualifications and Experience.....	4
References	5
Live Stream Sample	6
Equipment Diagram.....	7
Cost Breakdown.....	8-20
Product Brochures	21-24

Submitted by:
Dan Meyer – Account Manager
BIS Digital, Inc



Cover Letter

BIS Digital Inc. would like to take this opportunity to thank you for allowing us to bid on this project.

BIS Digital Inc. will provide a fully functional Live Streaming Service and Equipment per the City of Panama City Beach RFP requirements stated therein.

BIS Digital Inc. will install eight Audio Technica Hypercardioid Condenser gooseneck microphones, seven on the dais with quickmount stands w/mute switch and one on the podium with a shock mount plate along with new microphone wiring to existing PA system in the council chamber. Two Axis HD IP PTZ cameras will be installed and the one existing analog camera already in the council chamber will be moved to accommodate capturing any presentation done on existing projection screen. All cameras will be connected to the Datavideo broadcast switcher to allow the clerk to do camera preview, camera switching and monitor live streaming output all from one provided monitor.

Utilizing our DCR2 recording software, we can capture the audio from your existing PA and video from the new cameras to a PC and mirror to a 2nd location (Network drive, flash drive, etc), then live stream to the city's website (I-Frame). The clerk will have the ability to bookmark/index meetings based on desired agenda items during the meeting or post meeting prior to uploading completed minutes with our DCR2 free player software and SuiteOne toolbar.

The live stream and archive content portal will be designed to match the "look and feel" of the city's new website. All meetings are hosted by SuiteOne, Inc. Unlimited meetings can be uploaded for public viewing and archiving.

All the new equipment to be installed will be suitable to move into the new city hall building upon completion to be integrated into the A/V equipment scheme. This bid also includes a one year on-site support contract with replacement parts included, this charge as been added to the quote and is optional after expiration period. Remote only support contract is also available, please request price from your Account Manager. BIS support is 24x7x365, with on call techs and tiered escalations based on client's needs.

A handwritten signature in black ink that reads "Dan Meyer". The signature is written in a cursive style and is positioned above a horizontal line.

Dan Meyer
Account Manager - BIS Digital Inc.
Cell: 954-707-0590
Dan.Meyer@BISDigital.com



Business Information

Business name:

BIS Digital Inc.
1350 NE 56th St, Ste 300
Fort Lauderdale, FL 33334

Corporation

History

BIS was founded in 1982 and is headquartered in Ft. Lauderdale, Florida. BIS has an additional fully staffed regional office in Nashville, Tennessee. BIS direct sales and service representatives are located in Florida, Michigan, Ohio, Indiana, Tennessee, Georgia, Alabama, Mississippi, South Carolina, North Carolina, Virginia, West Virginia, Kentucky, Maryland, District of Columbia, Arkansas & Texas. Our primary business is the sale, service and support of multi-channel Digital Audio/Video Recording Software for the Hearings and Judicial Systems; City / County Governments; Public Safety and Interview Rooms; and Private Enterprise.

Other areas of expertise include Software Based Enterprise Room Control, AV Electronic Hardware and Software Integration, Video Presentation Technology, Digital Sound Reinforcement, Video Conferencing and Arraignment, Remote Translation, Digital Dictation, Call Logging. As well as Agenda Automation, Live Streaming and Web Hosting Systems. From concept to completion, BIS has provided these technologies to over 5,000 customers.

BIS Digital's Strategic direction is that of standard open software integration, web base and internet base technology along with AV integration that consists of hardware and software solutions as required. BIS has moved away from expensive hardware control solutions and has incorporated more software solutions where technology flows with the course of business instead of being tied to technology in one or more locations. BIS Solutions are such that usage, controls, operations and the services can be utilized on PCs, Tablets and Smartphones. As always, installation, programming, training, service and support are realized through BIS Digital technicians.

Installation and Training

Training will be provided at the completion of the installation. BIS Digital is fully aware of how important this is to the customer. We will provide training to all court employees that will be interacting with this technology and we will be available 24/7 to answer any questions or provide support to any issues that might arise after the completion of the installation. Our service department is available 24/7 for remote online support as well as on-site or emergency service. BIS has been providing 24/7 support to our digital customers since 1990. The entire set up, installation, training, service and support is provided by BIS employee trained technicians; BIS Digital does not use subcontractors.



Qualifications and Experience

Professional Staff

▪ Dan Meyer

- **Position:** Account Manager (AL, FL, GA & MS), located in Panama City Beach, FL
- **Biography:** Employed since 2010, Dan is well versed in all BIS Digital software products offered by BIS Digital, Inc. Dan has degrees in the fields of Data Processing & Networking. He also has extensive knowledge of Microsoft products as well as an A+ certification. Dan is actively involved in all aspects of the sales process through to implementation of projects.

Programming

▪ Clancy Smith

- **Position:** Technical Services Rep/SuiteOne Specialist, located in Fort Lauderdale, FL
- **Biography:** Employed since 2011, Clancey has handed all SuiteOne/SuiteAgenda implementations for BIS Digital, Inc along with programming our Hardware Control Systems (Room Control) for clients. Clancey has an Associate's Degree in Computer Science.

Technical Staff

▪ Damian Biltres

- **Position:** Director of Technical Services, located in Fort Lauderdale, FL
- **Biography:** Employed since 2003, Damian Biltres is well versed in all BIS Digital software products (DCR2, DCR, DCR IR, and Revocrd) as well as P.A. and video conferencing systems. Damian Biltres has a Bachelor's Degree in the field of Information Systems. He also has extensive knowledge of Microsoft products as well as an A+ certification. Damian oversees the entire technical staff on all projects and assists the Account Manger staff with technical design, workflow drawings and reviews and approves all quotes sent to a client.

▪ Alex Aponte

- **Position:** Southern Region Technical Services Manager, located in Fort Lauderdale, FL
- **Biography:** Employed by BIS Digital since 1998, Alex Aponte has mastered both the DCR2, Hardware Control Servers and PA systems. He also has extensive knowledge of both computer and video hardware.
- **Key Integrations:**
 - ❖ **City of Gulfport – Gulf Port, MS**
Description: The city of Gulfport implemented SuiteAgenda several years ago, migrating from Granicus solution. In addition to recording the meetings with our DCR2 software, we have since installed IP cameras, Who's Next (Request to Speak) and Voting modules.
 - ❖ **City of Tuscaloosa – Tuscaloosa, AL**
Description: The city of Tuscaloosa utilizes a DCR2 two-channel system for recording city council meetings and committee room meetings. They use our Hardware Control Manager to do video switching from 3 IP cameras and one presentation PC to manage video and audio during meetings.



References

City of Callaway, FL

The city of Callaway installed our DCR2 recording software solution in November 2015. They included one IP camera to capture the meeting video and an audio feed was taken from their existing PA system to provide the completed live stream and archive to their website.

Contact:

Jan Peters – City Clerk
jpeters@cityofcallaway.com
Callaway, FL
Phone: (850) 871-6000

City of Gulfport, MS

The city of Gulfport, MS installed our automated agenda solution in Feb 2014, then added camera & DCR2 recording in July 2014, then added our Voting & Who's Next (Request to Speak) modules in Oct 2014 along with our Hardware Control System. Council members are able to vote & request to speak directly from their iPad device in addition to view the agenda all on one screen. The Hardware Control System can also turn on/off the projector mounted in the chamber and control the IP PTZ camera with camera presets included in the clerk's panel only.

Contact:

Ronda Cole – Clerk to Commission
rcole@gulfport-ms.gov
Gulfport, MS
Phone: (228) 868-5848

City of Green Cove Springs, FL


The city of Green Cove Springs has been a client of BIS since 2006, utilizing our DCR2 recording software to record audio of city council meetings. March 2016 they added HD PTZ cameras to the council chamber along with SuiteOne live streaming/hosting for city council meetings and continue to do so today. They also added our automated agenda system to complete the meeting process from agenda to live stream with one integrated system.

Contact:

Julie Clevinger – City Clerk
jclevinger@greencovesprings.com
Green Cove Springs, FL
Phone: (904) 297-7047




Live Stream Sample Gulfport, MS



Event Bookmarks:

- 1 Start Session.
- 2 1:00 p.m. Request for closed session to determine the need for executive session. Motion to file.
- 3 1:30 p.m. Invocation, Pledge of Allegiance, Call to Order The Mayor and Members of the Council.
- 4 Agenda Order Confirmation or adjustment of the agenda order. A motion was made by Councilmember.
- 5 Mayor's Report The President called for the Mayor's Report. Mayor Billy



City of Gulfport, Mississippi

Minutes

2309 15th Street
Gulfport, MS 39501

Tuesday, April 19, 2016 1:00 PM Gulfport City Hall
Council Chambers

1:00 p.m. Request for closed session to determine the need for executive session.

Motion to declare a special called meeting by Councilmember Sharp, seconded by Councilmember Cavy

Vote: Motion Carried By Unanimous Vote
 Aye: Kenneth Casey, Ricky Dombrowski, Rusty Walker, Nyles Sharp, R. Lee Flowers and Cass Pacheco
 Absent: Ella Holmes-Hines

1:00 p.m. After General Council, a motion was made by Councilmember Pacheco, duly seconded by Councilmember Cavy to close the meeting to determine the need for executive session at 1:04 P.M.

Vote: Motion Carried By Unanimous Vote
 Aye: Kenneth Casey, Ricky Dombrowski, Rusty Walker, Nyles Sharp, R. Lee Flowers and Cass Pacheco
 Absent: Ella Holmes-Hines

A motion was made by Councilmember Flowers, duly seconded by Councilmember Sharp to come out of closed session and enter executive session at 1:05 P.M.

Vote: Motion Carried By Unanimous Vote
 Aye: Kenneth Casey, Ricky Dombrowski, Rusty Walker, Nyles Sharp, R. Lee Flowers and Cass Pacheco

BIS

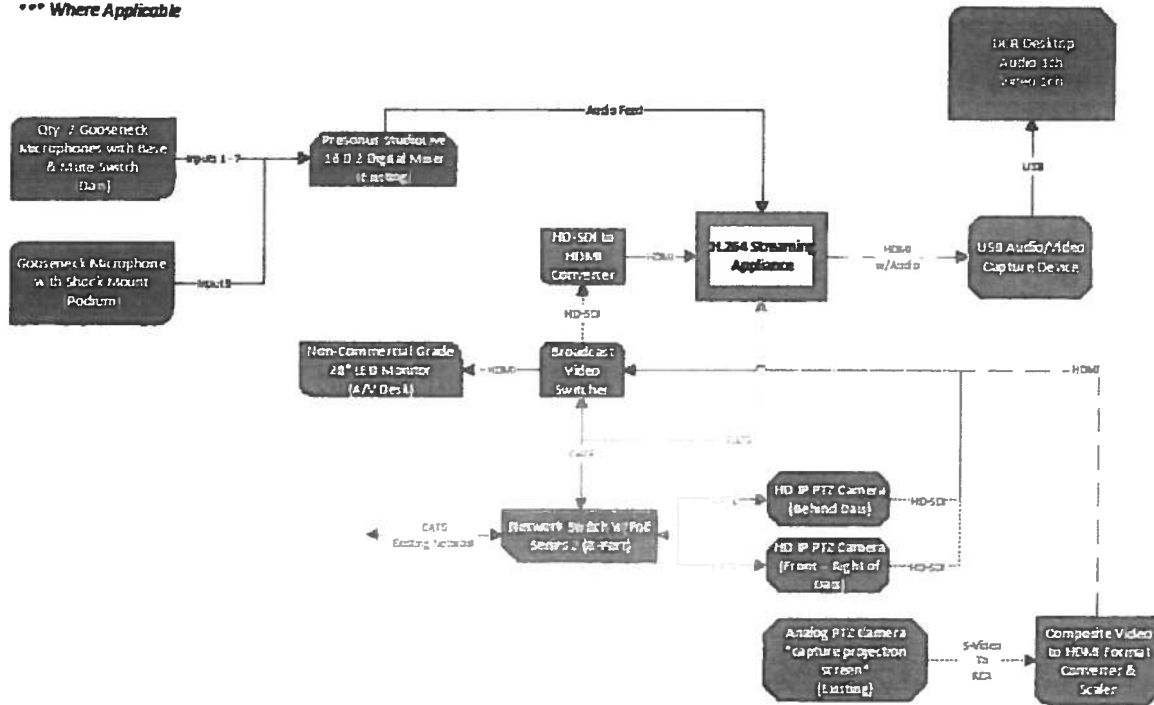
Wiring Diagram

Wiring Legend:

- Audio: ————
- HDMI: ————
- VGA: - - - - -
- Composite: - - - - -
- Network: ————
- USB: ————

*** Where Applicable

City of Panama City Beach (FL) Q-8010711





Cost Breakdown

Date Friday, August 05, 2016

Quote Number Q-8010711-8.5.2016

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

Primary Contact Jo Smith, IT
104 S Arnold Rd
Panama City Beach, FL 32413
(850) 233-5100 „2230 / _____ (Fax)
jsmith@pcbgov.com (Email)

Billing Address City of Panama City Beach (FL) / A-1014966
104 S Arnold Rd
Panama City Beach, FL 32413

Shipping Address Same as above

Users To Train To be determined

Wiring Required Yes



Item	Code	Qty	Unit Price	Total Price
Microphones				
Audio Technica Hypercardioid Condenser Gooseneck Microphone (18" long) <i>Designed for quality sound reinforcement, professional recording, television and other demanding sound pickup applications</i> <i>Low-profile element provides uniform hypercardioid polar pattern with 180° acceptance angle</i> <i>Plugs into any standard XLR-type connector, or direct mounts to 5/8"-27 stands using included thread-mount adapter</i> <i>Included low-profile isolation mount attenuates noise, shock and vibration</i> <i>Available interchangeable elements permit angle of acceptance from 90° to 360°</i> <i>Small-diameter, alternating gooseneck design permits highly flexible positioning</i> <i>Superior off-axis rejection for maximum gain before feedback</i> <i>Requires 11V to 52V DC phantom power</i> <i>UniGuard® RFI-shielding technology offers outstanding rejection of radio frequency interference (RFI)</i> <i>Integral UniSteep® filter provides a steep low-frequency attenuation to improve sound pickup without affecting voice quality</i> <i>RoHS compliant—free from all substances specified in the EU directive on hazardous substances</i>	BIS-M-GNES-18	8	\$358.00	\$2,864.00
Gooseneck Microphone Quickmount Stand w/ Mute Switch	BIS-MS-GNM	7	\$110.00	\$770.00
Microphone Shock Mount Plate w/XLRF Connector	BIS-MS-338646	1	\$99.00	\$99.00
Microphone Wire 22AWG (Plenum) - 1,000ft Roll	BIS-W-MP-22AWG	0.5	\$170.00	\$85.00
Premade Microphone Cable (5ft)	BIS-MIC-CBL-5	7	\$16.05	\$112.35
Premade Microphone Cable (30ft)	BIS-MIC-CBL-30	1	\$46.20	\$46.20



Cameras				
Axis HD IP PTZ Camera <i>Offers high-definition video in 1080p resolution. Camera settings are optimized to produce video with high-color fidelity in studio environments. The smooth pan/tilt/zoom function is easy to control from the camera's web page and makes it possible to follow movements in a live production situation and zoom in on details of interest.</i> <i>HDTV video streaming 30x optical zoom with autofocus Smooth pan tilt and zoom CD-quality stereo audio Connectors for most requirements Includes wall/ceiling mount</i>	BIS-IP-HD-PTZ	2	\$3,500.00	\$7,000.00
Atlona Composite Video w/Audio to HDMI Scaler Converting and scaling composite video (BNC) signal to HD Displays becomes as simple as 'plug and play'. Includes a built in scaler and on screen control for output resolution options. Selectable resolutions available up to 1080p or 1600x1200	BIS-COMP-HDMI	1	\$250.00	\$250.00
Cables and Connectors	BIS-CBL-CON	1	\$9.10	\$9.10
Video Switching				
Broadcast Switcher (HD/SD-SDI) <i>Datavideo Multi-Definition Video Switcher Video Inputs (Menu Selectable): Connections 8x HD/SD-SDI or 6x HD/SD-SDI + 2x HDMI or 4x HD/SD-SDI + 4x CV or 4x HD/SD-SDI + 2x CV + 2x HDMI or 2x HD/SD-SDI + 4x CV + 2x HDMI Video Outputs: 2x HDMI (Multi-Preview) 3x SD/HD-SDI Audio Inputs : 4x Analog Balanced XLR Audio Outputs : 2x Analog Balanced XLR (Audio connections support embedded audio to SD/HD-SDI) Accepted Resolutions: 1080i 50/60 576i 50 480i 59.94/60 Control 1x RS-422</i>	BIS-SW-BS-HDSDI	1	\$7,500.00	\$7,500.00



Tally <i>15 pin D-Sub</i>				
Non-Commercial Grade LED Monitor Series 2 (28")	BIS-NCG-LED28-S2	1	\$460.00	\$460.00
HD-SDI Cable (1000ft)	BIS-HDSDI-CX	0.5	\$1,200.00	\$600.00
HD-SDI to HDMI Converter	BIS-HDSDI-HDMI	1	\$600.00	\$600.00
Live Streaming equipment				
H.264 Matrox Streaming Appliance <i>HDMI Video Input Progressive 1920x1080 @ 60/59.94/50/24/23.98 Frames per second 1280x720@ 60/59.94/50 Frames per second Interlaced 1920x1080i 29.97/25 frames per second Video Input Format is Auto-Detected HDMI Video Output Preview output of video input signal. 2 Frame delay from input to output Audio Input Processes first two channels of audio embedded in HDMI input signal Unbalanced analog stereo input via 1/8" (3.5mm) jack Line Level Audio Output Passthrough of all embedded audio channels in HDMI signal Unbalanced analog stereo output via 1/8" (3.5mm) jack – passthrough of input Line Level</i>	BIS-H264-SA	1	\$1,200.00	\$1,200.00
HDMI Cable Series 2 (3ft.)	BIS-HDMI-3FT-S2	2	\$9.45	\$18.90
HDMI Cable Series 2 (6ft.)	BIS-HDMI-6FT-S2	1	\$12.45	\$12.45
Network Switch w/PoE Series 2 (8-Port)	BIS-NS-POE-8S2	1	\$570.00	\$570.00
CAT6 Cable (Plenum) - 1,000ft Roll	BIS-W-CAT6	1	\$499.00	\$499.00
Recording software				
DCR2 (2 Channel) Digital Audio/Video Recording Software with Word Integration <i>Supports recording in ASIO (Audio Streaming Input-Output) mode for devices with a corresponding ASIO driver. Supports recording in Windows mode for standard Windows audio devices. Allow for playback of recordings in both WAVE and ASIO modes. Playback dialog shall allow you to play parts of the current file being recorded.</i>	DCR2-2ch	1	\$1,995.00	\$1,995.00



<p><i>Supports up to 32-channel of audio recording & up to 8 video channels.</i></p> <p><i>Supports IP cameras.</i></p> <p><i>Supports video recording up to 30fps.</i></p> <p><i>Allows standard camera controls to be used to adjust the quality of video recordings, including brightness, contrast, and saturation.</i></p> <p><i>Provides automatic gain control</i></p> <p><i>Provides audio record meters show the level of a recording being made onto the appropriate media.</i></p> <p><i>Supplies visual audio level Indicators for active audio channels.</i></p> <p><i>Provides alert notification for a paused recording (audible and visual).</i></p> <p><i>Provides alert notification for Low or No Audio (audible and visual).</i></p> <p><i>Provides for the ability to listen to a recording as it is being made.</i></p> <p><i>Provides the ability to Record and Playback simultaneously.</i></p> <p><i>Provides the ability to create new files or append to existing files.</i></p> <p><i>Allows for the mirroring of recordings onto local drive, network drive, and DVD/CDs.</i></p> <p><i>Allows for one file for audio, video and notes</i></p> <p><i>Allows for the keeping of time points using auto-bookmarks during a recording.</i></p> <p><i>Allows for the use of a PA system for playing recorded sound to an output audio device.</i></p> <p><i>Allows for bookmarks which allow quick navigation in a sound file and the ability to store notes at chosen positions in a sound file and link to agenda items on the fly during meeting.</i></p> <p><i>Supports automatic naming of the file based upon criteria specified.</i></p> <p><i>Provides shortcut keys allow you to quickly insert predefined text into bookmarks and file notes.</i></p> <p><i>Provides the ability to add file notes to a recording file, and include both private and public notes.</i></p> <p><i>Provides the ability for file notes, bookmarks, or bookmarks based on their type to be exported as a text file, copied to the clipboard, or printed.</i></p> <p><i>Provides printing options for bookmarks and file notes, allow the addition of a title, change the font, print page numbers, and preview the printed output.</i></p> <p><i>Provides specification of valid file name formats.</i></p>				
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<p><i>Provides network/Internet Broadcast via Microsoft Media Server integration Compatible with Microsoft Windows 7, Windows 8 and Windows 10 operating systems. Has the ability to do roll call, motions & voting within the software directly to agenda/minutes.</i></p> <p><u>Digital Conference Recording Player Software</u> <i>Supports playback of up to 32 audio and 4 video channels of recordings. Includes free Mac/iPhone/iPad and Android player software Supports bookmarks to allow quick navigation in a sound file and store notes at chosen positions in a sound file. Provides for file notes to be added to a recorded file. Supports the use of private notes in bookmarks, and optionally excluded when exporting a bookmark to a text file. Supports file notes, bookmarks, and support bookmarks based on their type being exported as a text file, copied to the clipboard, or printed. Preserves tone automatically during high-speed playback. Supports Noise Suppression Software Provides tone and pitch control Provides search capability for text and time within bookmarks. Provides the ability to search for recordings via nameable identification fields. Provides the ability to play any combination of one or more channels. allows for export of a file, or part of a file, to a WMA, WMV, WAV, AVI or DCR file with any combination of channels, and optionally with video. Provides Audio Level Indicators for active channels. Provides Jump-to-Time feature during playback allows easy navigation within a file. Retains last position in a file when it is closed and restore it when loading. Supports the use of a foot pedal can be for playback.</i></p>				
<p>DCR2 Live Broadcast License</p>	<p>DCR2-LBL</p>	<p>1</p>	<p>\$300.00</p>	<p>\$300.00</p>



USB Video Capture Device <i>Accepts DVI-I, VGA, & HDMI inputs (not Composite)</i> <i>Includes: (1) DVI-to-VGA cable</i> <i>(1) DVI-to-DVI cable</i> <i>(1) HDMI-to-DVI adapter</i> <i>(1) USB 3.0 cable</i>	BIS-USB-VCD-S2	1	\$449.00	\$449.00
Discount	DISC	1	(\$4,695.00)	(\$4,695.00)
Annual DCR Software Assurance	DCR SAS	1	\$350.00	\$350.00
Live Streaming Subscription				
Video Web Hosting Yearly Subscription <i>Personalize the video content based on citizen interest and allow citizen to subscribe to upcoming events based on selection.</i>	WH-VMYS	1	\$2,950.00	\$2,950.00
Live Streaming Yearly Subscription <i>Integrates with DCR2 recording software for export, bookmarking and minute taking.</i>	WH-LSO	1	\$2,950.00	\$2,950.00
Web Hosting - Custom Portal Design & Implementation	WH-CPD	1	\$2,500.00	\$2,500.00
On-site Setup, Installation and Training	SIT	1	\$4,750.00	\$4,750.00
Annual DCR On-Site Service & Support <i>(Remote only option available)</i> <i>24x7x 365 support</i>	NMNT-DCR	1	\$3,755.00	\$3,755.00
			Sales Tax Rate	_____ %
			Total (Excluding Sales Tax)	\$38,000.00



Minimum Specifications for BIS Digital Recording PC Systems

DCR 2 Specifications

4/8 Channel Audio or Audio and Video (Desktop)

- 1 GB RAM (*For Windows XP*) / 2 GB (*For Windows Vista or Windows 7*)
- 160 GB Hard Drive / 8 MB Cache / 7200 RPM
- CD Writer (*For Audio*) or DVD Writer (*For Video*)
- 2.8 GHz Intel Core 2 Duo (**Not AMD or Atom / Nano Processors**)
- Ethernet RJ-45 Network Interface
- AGP 8x or PCI-Express 128MB Video Display Card
- USB 2.0 Port (x2)
- Windows XP Professional, Vista For Business Operating System or 7 Professional
- Roxio Easy CD Creator 8 (*Not Necessary with Windows Vista for Business or Windows 7 Professional*)
- PCI Slot (*For 8ch. systems only*)

4/8 Channel Audio or Audio and Video (Portable)

- 1 GB RAM (*For Windows XP*) / 2 GB (*For Windows Vista or Windows 7*)
- 120 GB Hard Drive / 8 MB Cache / 7200 RPM
- CD Writer (*For Audio*) or DVD Writer (*For Video*)
- 2.8 GHz Intel Core 2 Duo (**Not AMD or Atom / Nano Processors**)
- Ethernet RJ-45 Network Interfaces
- USB 2.0 Ports
- PCMCIA Slot (*For 8ch. systems only*)
- Windows XP Professional, Vista For Business Operating System or 7 Professional
- Roxio Easy CD Creator 8 (*Not Necessary with Windows Vista for Business or Windows 7 Professional*)

Live Stream & On-Demand Requirements

- **BIS Digital, Inc. recommends customer can transmit continuous stream of 300kbps or more for optimal performance**

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



Order Summary

Date	Friday, August 05, 2016
Quote Number	Q-8010711-8.5.2016
Account Name	City of Panama City Beach (FL)
Total (Excluding Sales Tax)	\$38,000.00

Terms and Conditions

Effective Period	This proposal is a firm offer for 30 days from quote date Friday, August 05, 2016.
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 DCR2 Software upgrades (See Software Assurance below).
Software Assurance	Annual DCR Software Assurance Subscription entitles user to all bug fixes and annual updates for DCR2 Software during the term at a cost of \$300 per license/year.
SuiteOne Warranty Agreement	If selected by customer, Live Streaming Media Service & On-Demand Media Content Service shall be provided by SuiteOne Media, Inc., subject to the terms of the separate SuiteOne Media Supplemental Services Agreement incorporated into this Quote upon full execution by the parties. Please refer to the SuiteOne Media Supplemental Services Agreement for additional information regarding this optional service.

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: _____
Name Title

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 # _____



SUITEONE MEDIA SUPPLEMENTAL SERVICES AGREEMENT

THIS SUPPLEMENTAL SERVICES AGREEMENT (the "Agreement") between SuiteOne Media, Inc. ("SuiteOne") with its principal place of business at 4815 Ashford, Dunwoody, GA 30356, Business Information Systems, Inc. ("BIS") with its principal place of business at 1350 Northeast 56th Street, Suite 300, Fort Lauderdale, FL 33334, and _____ with its principal place of business at _____ ("Customer") is made effective as of _____ ("Effective Date"). This Agreement is a supplement to the "BIS Agreement" as described in the next paragraph.

BIS CONTROLLING AGREEMENT. The parties acknowledge and agree that this Agreement is supplemental to, made a part of, and incorporated into, that certain "BIS Quote Number _____, dated _____, between BIS and Customer (the "BIS Agreement"). In the case of any inconsistency between the provisions of this Agreement and the BIS Agreement, the provisions of the BIS Agreement shall govern and control (this Agreement and the BIS Agreement may be collectively referred to herein as the "Agreements").

In connection with the delivery of transcription services under the terms of the BIS Agreement, Customer desires to supplement such transcription services and, subject to the terms and conditions of the BIS Agreement, (a) contract with SuiteOne to administer streaming media and media content management services through a Managed Services solution, (b) engage SuiteOne to integrate its software with Client's existing website and (c) utilize the Liberty Meeting Record integration module from SuiteOne.

1. OVERVIEW AND DEFINITIONS

General. This Agreement states the terms and conditions by which SuiteOne will deliver to Customer various services, supplemental and in conjunction with the services provided by BIS under the terms of the BIS Agreement, as described below.

1.1 "Authorized User" means a designated employee or agent of Customer.

1.2 "Authorized Website" means a website owned or operated by or on behalf of Customer, for which SuiteOne has agreed to provide the Technology and various Services.

1.4 "Service(s)" means the specific service(s) provided by SuiteOne, including access to the Technology.

1.5 "Technology" means the SuiteOne Internet based system for streaming media and managing media content, and may include software, and software tools, user interface designs, and documentation, and any derivatives, improvements, enhancements or extensions thereof.

1.5 "Content" means any or all, documents, graphics, video, graphics, audio and other content that is streamed or otherwise transmitted or provided by, or on behalf of customer to SuiteOne.

2. DELIVERY OF SERVICES; TERM; FEES, PAYMENTS

2.1 *Grant of License.* Subject to the terms and conditions of the Agreements, SuiteOne grants to Customer a non-exclusive, non-transferable, limited license to permit Authorized Users of Customer to access and use the Service on the Authorized Website(s) identified in Schedule 1.

2.2 *Responsibilities.* Customer agrees to (a) maintain the Authorized Website(s) identified in Schedule 1; (b) procure and maintain all hardware, software and telecommunications equipment necessary to access the Service and transmit media content via the Internet; (c) agrees to provide SuiteOne with all information reasonably necessary to setup or establish Service on Customer's behalf; and (d) shall provide and maintain any and all materials necessary to reasonably inform all customers patrons where and when live audio and video streaming will take place at the customer locations.

2.3 *Payment Terms.* Customer shall pay all applicable fees for the Services in accordance with the terms and conditions set forth in the BIS Agreement.

2.4 *Term.* The term of this Agreement shall be coterminous with the term of the BIS Agreement.



3. INTELLECTUAL PROPERTY OWNERSHIP

3.1 Technology Ownership and Rights. This Agreement does not transfer to Customer any ownership or proprietary rights in the Technology, and all right, title and interest in and to the Technology will remain solely with SuiteOne.

3.2 Responsibility for Content. The Customer shall have sole control and responsibility over the determination which data and information shall be included in the Content that is to be transmitted to SuiteOne. The Customer shall not provide to SuiteOne or allow to be provided to SuiteOne any Content that (a) infringes or violates 3rd parties' Intellectual Property rights, rights of publicity or rights of privacy, (b) contains any defamatory material, or (c) violates any federal, state, local, or foreign laws, regulations, or statutes.

3.3 Content Ownership. The Customer shall own all right, title, and interest in and to all Content on a worldwide basis, including, without limitation, all Intellectual Property rights relating thereto, all and any content that is transmitted or made available to SuiteOne pursuant to this Agreement. To the extent that any such Content is protected by copyright, such content shall be deemed to be "works for hire" under the copyright laws of the United States.

4. LIMITED WARRANTY

4.1 Service Level. SuiteOne will use commercially reasonable efforts to perform the Services in a manner consistent with applicable industry standards including, but not limited to:

- 1) Maintain Service availability 24 hours a day, 7 days a week,
- 2) Respond to Customer's requests for support during the hours of 7:00 AM to 7:00PM CT, Monday through Friday and critical support requests 24 hours per day.

4.2 No Other Warranty. THE SERVICES ARE PROVIDED ON AN "AS IS" BASIS, AND CUSTOMER'S USE OF THE SERVICES IS AT ITS OWN RISK. BIS AND SUITEONE DO NOT MAKE, AND HEREBY DISCLAIM, ANY AND ALL OTHER EXPRESS AND/OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, WARRANTIES AND MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND ANY WARRANTIES ARISING FROM A COURSE OF DEALING, USAGE OR TRADE PRACTICE. BIS AND SUITEONE DO NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR-FREE.

5. LIMITATION OF LIABILITY

5.1 Damage to Customer. BIS AND SUITEONE ASSUME NO LIABILITY FOR ANY DAMAGE TO, OR LOSS TO, CUSTOMER RESULTING FROM ANY CAUSE OTHER THAN THE WILLFUL OR RECKLESS MISCONDUCT OF BIS AND OR SUITEONE.

5.2 Consequential Damages Waiver. IN NO EVENT SHALL BIS OR SUITEONE BE LIABLE TO CUSTOMER FOR ANY TYPE OF INCIDENTAL, PUNITIVE, INDIRECT OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO, LOST REVENUE, LOST PROFITS, REPLACEMENT GOODS, LOSS OF TECHNOLOGY, RIGHTS OR SERVICES, LOSS OF DATA, OR INTERRUPTION OR LOSS OF SERVICE OR EQUIPMENT, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER ARISING UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY OR OTHERWISE.

6. INDEMNIFICATION

6.1 Indemnification. Each Party agrees to fully indemnify and hold harmless the others for any and all costs, liabilities, losses, and expenses (including attorney's fees) resulting from any claim, suit, action, or proceeding brought by any third party arising from a party's (a) breach of any of its obligations or warranties; or (b) negligence or willful misconduct. The liability of BIS and SuiteOne hereunder is collectively expressly limited to the amount received under this Agreement.

7. TERMINATION OR CHANGE ORDER

7.1 Termination for Cause. Any party may terminate this Agreement if the other party(ies) breaches any material term or condition of this Agreement and fails to cure such breach within sixty (60) days after receipt of written notice of the same. If BIS or SuiteOne terminates for cause, all payments due and owing for the remainder of the Term will immediately be due. If Customer terminates for cause, it shall be entitled to a refund of any prepaid service fees, or fees paid for service not received on a pro-rata basis

7.2 Termination Without Cause. Any party may terminate this Agreement without cause providing that the terminating party gives the other party(ies) sixty (60) day's written notice prior to termination. Should Customer terminate without cause after the first date of the term as defined in Schedule 1, Customer must pay the balance of the current contracted term. Should BIS or SuiteOne terminate without cause, Customer has no obligation for payment.



7.3 Termination for Bankruptcy. Any party may terminate this Agreement immediately if (a) the other party(ies) becomes the subject of a voluntary petition in bankruptcy or any voluntary proceeding relating to insolvency, receivership, liquidation, or composition for the benefit of creditors; or (b) the other party(ies) becomes the subject of an involuntary petition in bankruptcy or any involuntary proceeding relating to insolvency, receivership, liquidation, or composition for the benefit of creditors, if such petition or proceeding is not dismissed within thirty (30) days of filing.

7.4 Effect of Termination. Upon the effective date of expiration, cancellation or termination of this Agreement (a) SuiteOne will immediately cease providing the Service(s); and (b) any and all payment obligations of the Customer through the termination, depending upon cause or without cause, as defined above, will immediately become due; and (c) return or make available all customer content within forty-five (45) days.

7.5 Survival. The following provisions will survive any expiration or termination of the Agreement: Sections 3 (Intellectual Property Ownership), 5 (Limitation of Liability), 6 (Indemnification), 9 (Confidentiality) and 10 (Miscellaneous).

8. USE

8.1 Acceptable Use. Customer represents and warrants that the Technology and Services will only be used for lawful purposes, and in accordance with reasonable operating rules policies, terms and conditions and procedures.

8.2 Restrictions on Use. Customer represents and warrants that Customer and its Authorized Users will not (a) sell, lease, distribute, license or sublicense the Technology or Services; (b) modify, change, alter, translate, create derivative works from, reverse engineer, disassemble or decompile the Technology or Services in any way for any reason; (c) provide, disclose, divulge or make available to, or permit use of the Technology or Services by, any third party; (d) copy or reproduce all or any part of the Technology or Services (except as expressly provided for herein); (e) interfere, or attempt to interfere, with the Technology or Services in any way; (f) introduce into or transmit through the Technology or Services any virus, worm, trap door, back door, timer, clock, counter or other limiting routine, instruction or design; (g) remove, obscure or alter any copyright notice, trademarks, logos or other proprietary rights notices affixed to or contained within the Technology or Services; or (h) engage in or allow any action involving the Technology or Services that is inconsistent with the terms and conditions of this Agreement.

8.3 Withdrawal of Access. BIS and/or SuiteOne may, upon misuse of the program, misconduct, security breaches or grossly improper use of the Customer data, instruct Customer to terminate access to any Authorized User or individual and Customer agrees to promptly comply with such instruction.

9. CONFIDENTIALITY

9.1 SuiteOne Information. Customer acknowledges that the Technology and Services contain valuable trade secrets, which are the sole property of SuiteOne, and Customer agrees to use reasonable care to prevent other parties from learning of these trade secrets. Customer will take all reasonable steps to prevent the unauthorized access to the Technology and Services.

9.2 Customer Information. BIS and SuiteOne acknowledge that Customer's database may contain valuable trade secrets, which are the sole property of Customer. To the extent that BIS and/or SuiteOne becomes aware of the content of a Customer database, BIS and SuiteOne agree to use reasonable care to prevent other parties from learning of these trade secrets; provided BIS and SuiteOne may disclose such trade secrets to affiliates, agents and other third parties, including counsel and regulators, on a need-to-know basis, so long as such parties agree to maintain the confidentiality of such information.

9.3 Exceptions. The obligations of this Section 9 shall not apply to any information that (a) is now, or hereafter becomes, through no act or failure to act on the part of receiving party (the "Receiver"), generally known or available; (b) is known by the Receiver at the time of receiving such information, as evidenced by the Receiver's records; (c) is hereafter furnished to the Receiver by a third party, as a matter of right and without restriction on disclosure; (d) is independently developed by the Receiver without reference to or use of the disclosing party's information; or (e) is required to be disclosed by law, provided that the party to whom the information belongs is given prior written notice of any such proposed disclosure.



10. MISCELLANEOUS PROVISIONS

10.1 *Force Majeure.* None of BIS, SuiteOne, their suppliers nor Customer will be liable for any failure or delay in its performance under this Agreement due to any cause beyond its reasonable control, including acts of war, acts of God, earthquake, flood, embargo, riot, sabotage, labor shortage or dispute, governmental act or failure of the Internet (not resulting from the negligence or willful misconduct of BIS or SuiteOne), provided that the delayed party: (a) gives the other party(ies) prompt notice of such cause, and (b) uses its reasonable commercial efforts to promptly correct such failure or delay in performance. If SuiteOne is unable to provide Service(s) for a period of thirty (30) consecutive days as a result of a continuing force majeure event, Customer may cancel the Service(s) without penalty.

10.2 *Governing Law.* This Agreement is made under and will be governed by and construed in accordance with the laws of the State of Florida.

10.3 *Severability.* In the event any provision of this Agreement is held to be contrary to the law, the remaining provisions of this Agreement will remain in full force and effect.

10.4 *Assignment.* BIS and/or SuiteOne may assign their rights and obligations under this Agreement, in whole or in part, to any entity, including their supplier(s). Customer may not assign this Agreement, in whole or in part, without the prior written consent of BIS and of SuiteOne, which consents will not be unreasonably withheld.

10.5 *Notice.* Any notice or communication required or permitted to be given hereunder shall be made in writing and may be delivered by hand, deposited with an overnight courier, sent by email, conformed facsimile, or mailed by registered or certified mail, receipt requested, postage prepaid. Such notices shall be deemed made when delivered to the applicable party's representative as provided in this Agreement.

10.6 *Relationship of Parties.* BIS, SuiteOne and Customer are independent contractors and this Agreement will not establish any relationship of partnership, joint venture, employment, franchise or agency between BIS and SuiteOne and Customer. None of BIS, SuiteOne nor Customer will have the power to bind the others or incur obligations on the others' behalf without the other party(ies) prior written consent(s), except as otherwise expressly provided within.

10.7 *Waiver.* The waiver or failure of any party to exercise in any respect any right provided for in this Agreement shall not be deemed a waiver of any further right under this Agreement.

10.8 *Entire Agreement; Counterparts; Originals.* This Agreement including all documents incorporated herein by reference constitutes the complete and exclusive agreement between the parties with respect to the subject matter hereof.

11. ACCEPTANCE

Authorized representatives of Customer, BIS and SuiteOne have read the foregoing and all documents incorporated therein and agree and accept such terms effective as of the date first written above.

Customer: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____

 **SuiteOne Media, Inc.**

 **Business Information Systems, Inc.**

Signature: _____

Print Name: Doug Shumway

Title: Chief Operating Officer

Date: _____

Signature: _____

Print Name: Steve Coldren

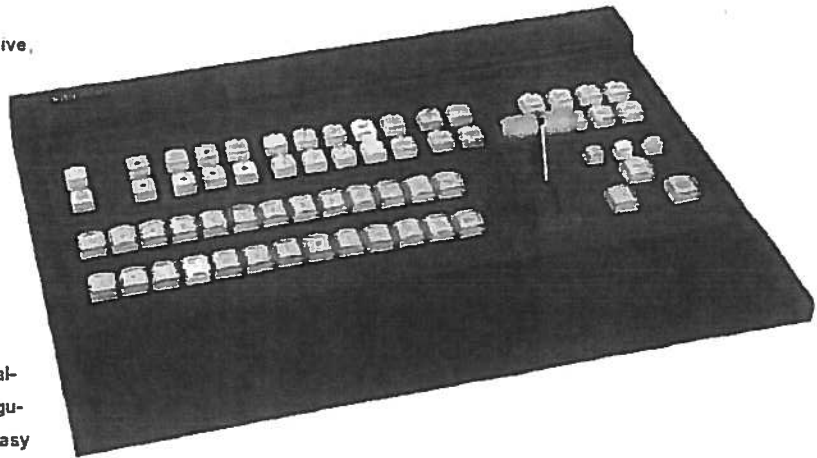
Title: President

Date: _____

8 or 12 Input HD/SD AV Switcher SE-2800



The Datavideo SE-2800 is a cost-effective, broadcast-quality switcher. Featuring 8 or 12 digital and analogue inputs, it is designed for live events and TV programmes that need to blend a variety of video and audio sources. Thanks to its small form factor, the SE-2800 is ideal for use in a portable rack unit or in outside broadcast vehicles.



Producing superb 4:2:2 10 bit broadcast quality pictures with versatile input/output configurations, the SE-2800 also has powerful, easy to use effects, such as dual picture in picture (PIP), downstream keyer (DSK) and logo insertion.

Features

- Supports 8 or 12 HD or SD Inputs in a variety of configurations
 - HD Mode
 - 1) 8 / 12 HD-SDI
 - 2) 6 / 8 HD-SDI + 2 / 3 HDMI
 - SD Mode
 - 1) 8 / 12 SD-SDI
 - 2) 4 / 6 SD-SDI + 4 / 6 composite video (CVBS)
 - 3) 4 / 6 SDI + 2 / 3 HDMI + 2 / 3 CVBS
- 3 SDI Outputs assignable to AUX, Program (PGM), Preview (PVM) or PGM clean - Built-in SD down-scaler on CH-3 SDI output
- 2 HDMI outputs for multiview monitoring
- Audio I/O
 - Input: 4 analogue balanced XLR
 - Output: 2 analogue balanced XLR. Supports embedded audio SDI output from 4-CH XLR Audio input
- Two DSK, supports Key and Fill
- Cut, Mix and Wipe with borders
- Clock on screen
- Countdown counter on multiscreen
- Two PIP displays with user-defined borders
- Tally, GPI interface and RJ45 for firmware upgrade
- DC 12V operation voltage, available for mobile use

Mainframe Front



Dual-Screen Multiscreen Viewer As Standard

Multiscreen monitoring is available on two HDMI monitors (not supplied). They can be used to monitor video and audio in a number of different configurations. For each set up, embedded audio level indication is available on all inputs and the Program window.

Configuration 1.



- On screen 1: 9 live inputs
- On screen 2: 3 live inputs with additional Preview and Program windows

Configuration 2.



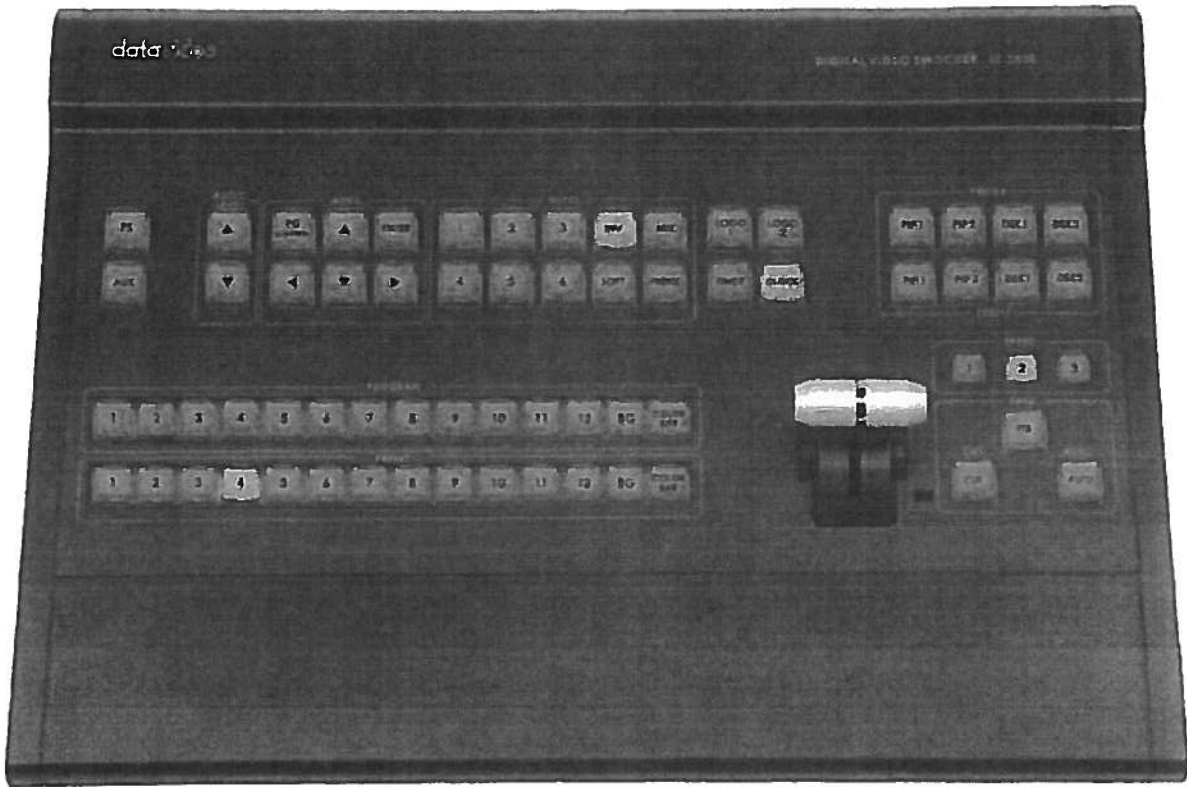
- On screen 1: 12 live inputs with additional Preview and Program windows
- On screen 2: Program window

Configuration 3.

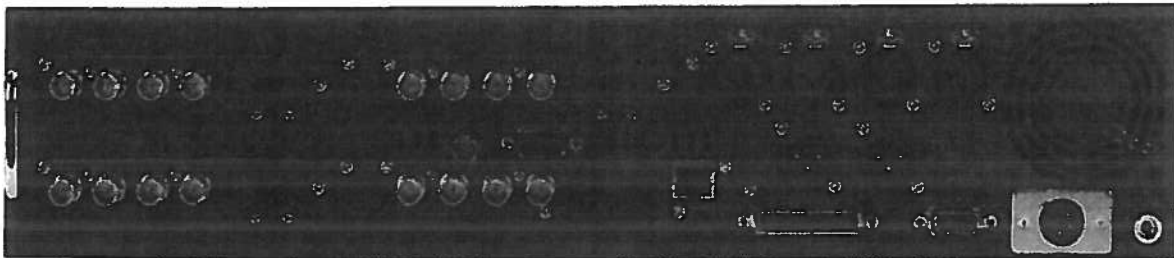


- On screen 1: 8 live inputs with additional Preview and Program windows
- On screen 2: Program window

Control Panel



Mainframe Connections



Specifications

- **Video format**
SD(480/59.94i,576/50i),
HD (1080/59.94i, 1080/50i)
- **Video Processing**
Y:Cb:Cr, 4:2:2, 10-bit
SMPTE 259M-C (270 Mbps, 525/625 compo-
nent video)
SMPTE 292M (1.485, 1.485/1.001 Gbps)
- **Genlock Mode**
Blackburst or tri sync input
- **Remote Control**
RS-232
- **Operating Temperature**
0°C~50°C

