

CITY COUNCIL AGENDA – OCTOBER 21, 2014

SUBJECT: CONSIDERATION OF WEB-BASED AGENDA MANAGEMENT SYSTEM WITH LIVE/VIDEO STREAMING COMPONENT AND COUNCIL CHAMBERS AUDIO/VISUAL UPGRADES

SOURCE: ADMINISTRATIVE SERVICES DEPT/CITY CLERK DIVISION

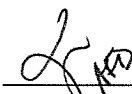
COMMENT: As the Council is aware, past City Councils had voiced interest for transparency purposes in pursuing live broadcasting of City Council Meetings via an educational PEG channel on cable. At that time, due to technical deficiencies in the Council Chambers, live broadcasting was not a viable option. As a later alternative, the City entered into an arrangement, which continues today, with Mr. Will Lloyd for the City's purchase of video coverage of regular City Council Meetings. Under this arrangement, the City provides Mr. Lloyd access to electricity for his video equipment in the Council Chambers. Mr. Lloyd videos the regular Council Meetings, after which the City purchases from Mr. Lloyd a DVD containing the unedited raw footage. The City currently pays Mr. Lloyd \$250 per meeting for this footage for archival purposes, or up to \$6,000 per year. The DVD is then held on file and provided to the public upon request.

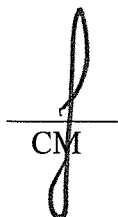
In an effort to improve staff efficiencies and expand public access and transparency in government, staff is seeking to modernize its agenda process and implement much-needed technological upgrades to the Council Chambers. Staff is proposing a two-pronged approach to achieve this: 1) entering into a contract with a vendor to provide access to a web-based agenda management system that includes a live/video streaming component; and 2) implementing audio/visual upgrades to the Council Chambers to make the location more conducive and compatible with newer technologies.

Web-Based Agenda Management System with Live/Video Streaming

Staff has obtained three quotes from web-based agenda management vendors and has analyzed the products offered by each provider, including SuiteOne Media, IQM2, and Granicus. In its consideration, staff looked at the companies' backgrounds and professional references, system features and available modules, user interfaces, and cost. Staff's comparison analysis is attached hereto as Attachment 1 for Council's reference.

  
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Item No. 12

It is staff's opinion that the SuiteOne Media product offers the highest quality solution at the lowest cost. The agenda management system automates the entire agenda creation process and allows for online collaboration between all departments, thereby creating more efficiencies with staff time and resources.

Currently, the agenda process is a low-tech, labor-intensive operation consisting of hand-delivering hard copies of agenda items between departments for a series of approvals and edits. The proposed agenda management system streamlines the process by creating an online automated workflow in which all departments can view the progress of their items and track changes. Another available component is the SuiteOne streaming module that provides live streaming of meetings on the City's website, as well as on-demand video recordings after meetings. A key feature of this component is the linking of the agenda management and streaming modules which connects the agenda to the on-demand video thereby allowing users to simply click on the item they wish to view. The costs associated with the SuiteOne contract consist of the following:

Agenda Management:	\$3,588
Live/Video Streaming:	<u>\$2,976</u>
Year One Total:	\$8,063 ( <i>includes one-time setup fee</i> )
Year Two Total:	\$6,564

#### Council Chambers Audio/Visual Upgrades

With the recent access to fiber in the Council Chambers, the ability to undertake much-needed technological upgrades in the Chambers is now available. As a companion piece to the proposed SuiteOne agenda management and live/video streaming system, certain audio/visual appliance enhancements are needed in the Council Chambers. The appliances currently in place are antiquated and lack expansion capabilities and modern input ports which render them incompatible with newer technologies. As the Council is aware, because of the antiquated ports, the Council and staff experience problems with audio, which cannot be corrected with the current appliances. The proposed upgrades to the A/V infrastructure includes an HD projector with mixer; new microphones on the dais; HD A/V connectivity panel, and related appurtenances. The proposed project also includes the purchase of two stationary video cameras with a staff controlled remote device and related software and accessories. The quote for this piece is separate and is attached as Attachment 2 for Council's reference.

While the proposed upgrades to the Council Chambers are not a complete technological renovation, which staff estimates could cost upwards of \$50,000, the proposed work will sufficiently modernize the location to provide for the ability to interface with current technology. Staff obtained three quotes from vendors for the proposed A/V appliance upgrades, which are attached hereto for Council's reference as Attachment 3. It is staff's opinion that ITC offers the best solution at the lowest cost. An added benefit is that ITC is a local Porterville vendor which would provide for ready accessibility. The costs associated with the proposed upgrades are as follows:

In-house electrical work:	\$ 1,000.00 ( <i>not to exceed</i> )
JCG (Cameras, software, accessories):	\$ 6,380.00
ITC (A/V Upgrades)	<u>\$19,419.97</u>
	\$26,799.97

The total cost for the proposed agenda management/streaming services and A/V upgrades is \$34,862.97 for year one, and \$6,959 annually thereafter (\$3,588 – agenda management component; \$2,976 – video/live streaming component; and \$395 – camera software and support services). Funding for this project is proposed to be from the Special Purposes Reserve Fund, with the future ongoing annual costs of \$6,959 to become a budgetary item.

- RECOMMENDATION: That the City Council:
1. Approve contracting for services with SuiteOne Media for agenda management and live/video streaming in an amount not to exceed \$8,063; and authorize the Administrative Services Director to sign all necessary documents;
  2. Approve the purchase of two stationary cameras and related control accessories and software from JCG in an amount not to exceed \$6,380;
  3. Approve the proposed A/V appliance upgrade in the Council Chambers and authorize staff to engage the services of in-house staff for miscellaneous electrical upgrades in an amount not to exceed \$1,000; and ITC in an amount up to \$19,419.97; and
  4. Authorize funding for said services and upgrades out of the Special Purposes Reserve Fund in an amount not to exceed \$34,862.97, with ongoing annual service costs of \$6,959 to become a budgetary item in future budgets.

- ATTACHMENTS:
- 1) Agenda Management Systems Analysis with Costing
  - 2) Quotation for Cameras with Control Device & Software
  - 3) Quotations for A/V Appliance Upgrades

# Company Profile: SuiteOne Media

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**Background:** Founded 12 years ago, SuiteOne Media has progressed from its original service-reporting 311 system, to public records request management, to its current comprehensive solution for agenda and minutes management, as well as both live-stream and on-demand meeting video. SuiteOne Media services are offered in modules that can be purchased individually or in packages.

**Modules:**

- SuiteView (live streaming & video on-demand)
- SuiteAgenda (paperless agenda management)
- SuiteMinutes (meeting minutes generator)

**Main Functions:** SuiteView

- Live stream and on-demand meeting video/audio on City website
- Seamless integration with Microsoft Word for video/audio controls
- Synchronization of video clips with each individual item in agenda document
- Administration Portal allows staff to publish and archive content
- Unlimited viewers, bandwidth, and video resolution
- Accessible from mobile devices
- Public and private media libraries

SuiteAgenda

- Online agenda creation workflow for all department staff members involved
- Task management for pre- and post-meeting actions between departments
- Custom-designed agenda templates and "canned" item wordings
- Organization and compilation of reports and attachment documents
- Automatic numbering and layout updating
- Automated item approval routing process
- Tracked changes on all content with commenting to facilitate item process
- Agenda packet delivery via Dropbox
- Web-based system (no software)

SuiteMinutes

- Fully integrated as a toolbar within Microsoft Word
- Record roll calls, motions, and votes during and after meetings
- Upload completed minutes to Dropbox and City website from MS Word
- Automated, "canned" language for minutes sections
- MS Word toolbar available to install on multiple computers
- No internet connection needed
- Included for free with the SuiteAgenda module

**Overall Features:**

- Data hosted securely on SuiteOne servers with integration to City website
- Unlimited users and data
- Role-based staff access and security
- 24/7 customer service support
- Automatic system upgrades

<b>Costs:</b>	SuiteView with Live Streaming:	\$248/mo.
	SuiteAgenda Plus:	\$299/mo.
	& SuiteMinutes	
	One-Time Setup Fee:	\$1,499
	<b>Total Year One:</b>	<b>\$8,063</b>
	<b>Total Subsequent Year:</b>	<b>\$6,564</b>

**City Reference:** Seal Beach, CA

**Analysis:** The SuiteOne Media system offers extensive tools for both public and staff benefit. The SuiteView module streams meetings live to the city's website and has the meeting recordings available on-demand after the meetings. For City staff, SuiteAgenda automates the entire agenda creation process and allows for online collaboration between all departments and staff members involved in compiling agenda items. The system is highly user-friendly and graphically appealing.

In a comparison of costs, SuiteOne is significantly less expensive than both IQM2 and Granicus, while offering the highest quality solution that would meet the City's needs for increased public access and streamlined staff processes for Council meetings.

It is recommended to pursue a contract for the SuiteOne Media product.

# Company Profile: IQM2

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**Background:** IQM2 promotes itself as a robust, end-to-end meeting management solution with a single application. The IQM2 solution automates the public meeting process from agenda preparation through the approval and decision workflow, to the compilation of minutes, and ultimately to the dissemination of information to the public via video streaming and agenda publication.

**Modules:**

- MediaTraq (video streaming and webcasting)
- MinuteTraq (paperless agenda management)

**Main Functions:** MediaTraq

- Live stream and on-demand meeting video/audio on City website
- Reporting tools to track and understand site traffic
- Synchronization of video clips with each individual item in agenda document
- Transcription tool for creating minutes from recordings
- Software-based (not internet cloud-based)

MinuteTraq

- Agenda creation workflow for all department staff members involved
- Collaboration between departments on drafting and submitting items
- Custom-designed agenda templates and item wordings
- Automatic numbering and layout updating
- Automated item approval routing process
- Both MinuteTraq editor and MS Word integration available
- Organization and compilation of reports and attachment documents
- Revision history with tracked changes and commenting
- Recording of roll call, votes, and council member comments
- Generation of letters and legal notices
- Software-based (not internet cloud-based)

**Overall Features:**

- Data hosted securely on IQM2 servers with integration to City website
- Unlimited users, meeting groups, and storage
- Monthly subscription, no annual contract
- 24/7 customer service support

<b>Costs:</b>	MediaTraq	\$490/mo.
	MinuteTraq	\$1,200/mo.
	One-Time Setup:	\$0
	<b>Total Year One:</b>	<b>\$20,280</b>
	<b>Total Subsequent Year</b>	<b>\$20,280</b>

**City Reference:** Town of Southampton, NY

**Analysis:** While the IQM2 product does have extensive tools for agenda management and meeting recordings, it has significant drawbacks when compared to the other products on the market. The IQM2 system is housed in a software application that

must be installed on staff computers, instead of being accessible through an online web-based system. This makes the agenda process cumbersome for collaboration between departments and staff members.

An additional negative aspect of the IQM2 product is that it has a very basic look and functionality that does not integrate well with the advanced graphics and navigation of Windows 8. Since the IQM2 system is software-based, any future updates to the system would require re-installation of the product on all staff computers.

The cost of the IQM2 product is substantially more than the SuiteOne Media system, even though IQM2 is much more basic than SuiteOne. Given the dramatic difference in cost, it is not advisable to pursue a contract for the IQM2 product.

# Company Profile: Granicus

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**Background:** Granicus is the largest legislative content management company, with over 20,000 government users and over 5 million government media files and public records. The Granicus system allows government agencies to streamline day-to-day tasks including webcasting public meetings, managing and delivering legislative information, and collaborating with citizens.

**Modules:**

- Government Transparency Suite (online video portal for meetings and events)
- iLegislate App (agenda access, note-taking, and touch-screen voting)

**Main Functions:** Government Transparency Suite

- Live stream and on-demand meeting video/audio on City website
- Synchronization of video clips with each individual item in agenda document
- Unlimited viewers, bandwidth, and video resolution
- Closed captioning available
- Analytic tools for understanding public viewership and online participation

iLegislate App for Council Members

- Review complete paperless agenda packets on iPads
- View archived meeting videos specific to agenda items
- Bookmark and annotate agenda items and supporting documents
- Email agenda items with annotations

**Overall Features:**

- All modules are internet cloud-based (no software)
- Unlimited users and data
- Data hosted securely on Granicus servers with integration to City website
- Web-based portal

<b>Costs:</b>	Encoder Hardware	\$2,625
	Configuration/Setup	\$875
	Government Transparency Suite	\$649/mo.
	<b>Total Year One</b>	<b>\$11,288</b>
	<b>Total Subsequent Year</b>	<b>\$7,788</b>

**City Reference:** Azusa, CA

**Analysis:** The service proposal from Granicus includes only the module for video streaming and archiving, accessible to the public on the City's website. When inquiring about the agenda management modules, staff was informed that the Granicus product for agenda management is designed for large-scale cities and is very expensive, and thus it was excluded from the proposal for Porterville. The Granicus solution for video streaming/archiving is similar to the respective video modules of the two other companies presented here.

The cost for the single Granicus module is significantly higher than the counterpart modules of both SuiteOne and IQM2. Additionally, the Granicus proposal includes



substantial up-front expenses for company hardware and configuration, which excludes the costs of cameras and microphones that would be necessary. The substantial initial investment required for the Granicus product would make it financially impractical to consider alternative products in the future, should the City desire to switch vendors in subsequent years. If the City were to become dissatisfied with Granicus, it would not be possible to recover the initial investment of \$3,500.

The exchange of fees for services with Granicus does not weigh in the City's favor. The cost for the single video module is not reasonable and there are no guarantees for future expansion to the agenda management solution at a reasonable cost.

It is not advisable to pursue a contract for the Granicus product.



9941 E. Mission Lane, Scottsdale, AZ 85258  
Phone: 480 661-5629 Fax: 480 661-7589  
www.jcgtechnologies.com

**Budgetary Price Quotation**  
**City of Porterville, CA**  
**September 30, 2014**

**Liberty Meeting Recorder Solution**

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JCG Technologies, Inc (JCG) provides cost effective software solutions to organizations that want to automate their workflow and improve access to information; improving customer service while saving time and money. JCG solutions include Digital Audio and Video Recording, Agenda Management, Public Records Request Management, Video/Audio Webcasting Services, and Audio/Video Systems.

Our software based Liberty Meeting Recorder solution is designed as a replacement for antiquated analog cassette tape based and first generation digital recording systems.

The Liberty Meeting Recorder solution software records meeting audio/video to the PC's hard drive. After a recording is complete, the file can be moved to the client's network, a CD, a DVD, or any other PC-compatible storage media.

The Liberty Meeting Recorder software enables you to use a Microsoft® Word® based document (i.e. your agenda or minutes template) to take notes in Microsoft® Word® during the meeting while digitally recording. Drop down lists are provided to record roll calls, motions, and votes. All notes are automatically tied to the audio/video. Following the meeting, you can review the audio/video with the click of a mouse and quickly and easily complete the Minutes. Once approved, the Minutes (with the associated digital audio/video) can be posted to your web site as a pdf or HTML document.

Once posted to the web site, a user can simply click on a Minutes item to playback the meeting audio/video using the industry standard Microsoft® Windows® Media Player.

Optionally, the audio/video can be hosted and streamed live or on demand using our SuiteView webcasting service. The SuiteView solution includes a custom designed public portal, advanced searching and filtering, an interactive calendar, intuitive player, and analytics.



## Pricing

Quantity	Item	Total
1	<b>Liberty Meeting Recorder Solution for Council Chamber</b> <b>Includes:</b> <ul style="list-style-type: none"> <li>• 1 Liberty Meeting Recorder Software – 2 Channel Version</li> <li>• 1 Liberty Broadcast Module</li> <li>• 1 USB Audio Capture Device</li> <li>• 1 USB Foot Pedal</li> <li>• 1 RCA Cable</li> <li>• 1 PC Stereo Headset</li> <li>• 1 JCG Annual Support Services Package –Year 1 (\$395 annual cost)</li> </ul>	<b>\$3,495</b>
2	<b>Axis M5014 IP Cameras (\$595 each)*</b>	<b>\$1,190</b>
1	<b>Network Switch</b>	<b>\$200</b>
	<b>On-Site Installation and Training</b>	<b>\$1,495</b>
	<b>TOTAL</b>	<b>\$6,380</b>

\*Axis M5014 IP Camera includes Drill template, mounting brackets for soft and hard ceilings, Installation Guide, Installation and Management Software CD, Windows decoder 1-user license

*Prices are effective until October 30, 2014. Prices do not include tax, shipping, and handling charges.*

**The client will be responsible for installing the JCG supplied cameras, including the Cat5 cable runs from the cameras to the clerk's recording PC location. They will also be responsible for terminating the Cat5 ends.**



## **Installation and Training**

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Unless specifically noted above, the Client will be responsible for providing:

1. All computers and laptops. Prior to the hardware and software installation all computers must be configured as per the product specifications.
2. All PC/LAN connections and cabling (if the audio is to be archived over the network).
3. All cabling for connecting the system to any of the Customer's external systems/devices (i.e. PA system for audio playback, other recording devices, audio mixer, etc).
4. PC speakers, power supply and cables for PC sound card based playback of the audio.
5. All cabling to the recording PC location, including any cable pulls.
6. Video Encoder (for video recording).

Our installation personnel will load software and install any JCG supplied hardware onto the client's computers that meet or exceed the specifications described in this proposal. Please advise us of the model and configuration of the computers so that we can verify suitability prior to delivery.

Installation is quoted on a per day basis. The quoted price assumes ready access to the Client's facility. The Client may be responsible for additional installation charges if it does not make the facility available to complete the installation in the time frame quoted, does not provide equipment per the product specifications, and/or does not provide the items (if applicable) noted above.

The Installation and Training price includes all travel expenses. Expedited installation and training (scheduled within three weeks) may be subject to additional charges.

Operator training will be provided on the same day as the installation. For training to be most effective it is preferable to have a maximum of 5 persons per session.



## **Computer Hardware & Software Minimum Requirements**

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This document details the MINIMUM specifications required for the JCG supplied products. This information makes no allowance for other applications that may run on the computer at the same time.

Adding memory and increasing the processor speed will significantly improve performance, especially if the computer will be running other applications.

### **Digital Recorder Software**

- Standard PC or Laptop with 2.0 GHz Processor or faster (3.0 for video)
- 1GB Memory (RAM) (2GB for video)
- Microsoft® Windows® XP Professional or later
- Windows® compatible, full duplex stereo sound playback support
- USB Port
- 256-color, 800 x 600 video display
- 20GB or more free hard drive capacity
- Microsoft® Word® 2003 or later
- Available network interface card in the recording PC

NOTE: As with any software, there are minimum hardware and software requirements, which need to be in place prior to installing and using JCG supplied software. While the attached list is minimum specification, it is important to be aware that using additional programs in combination may require a higher specification.



## **JCG Support Services**

### **Package**

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The Support Service Package is an annual (1 year) package.

The JCG Support Services Package includes:

- Free software updates and upgrades
- Unlimited calls (operational and technical) from 8am to 5pm AZ MST, excluding JCG holidays and weekends.
- Electronic logging of issues and questions (email & Web) 24 hours per day.
- On-line access to all released Technical Support memos.
- On-line access to product documentation.
- Software fixes via electronic download; physical media is extra cost.

The JCG Support Services Package is a site-based contract. All JCG supplied products (software and hardware) installed at the site are eligible for technical support.

All products must be registered with JCG to be eligible for support.

### **Contact Information**

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Please do not hesitate to contact me if you have any questions or require any additional information.

Christie Schmenk

Regional Sales Manager  
JCG Technologies, Inc.  
9941 East Mission Lane  
Scottsdale, Arizona 85258

Phone: 619 955-8954  
Fax: 480 661-7589  
Mobile: 480 282-3582  
E-mail: [cnschmenk@jcgtechnologies.com](mailto:cnschmenk@jcgtechnologies.com)  
Web: [www.jcgtechnologies.com](http://www.jcgtechnologies.com)



244 W. Olive Ave.  
Porterville, CA 93257

# Estimate

Date	Estimate #
10/2/2014	2288

Name / Address
The City of Porterville 291 North Main Street Porterville, California 93257

			Project
Description	Qty	Rate	Total
City of Porterville AV System Upgrade:			
Provide and install listed material. A new HD scaler and switching system controller with picture in picture will be installed and programmed. The existing peripheral display source equipment will be reused. A new HD Projector system with wireless and LAN based display options will be installed. Two HD media source connectivity panels with VGA, HDMI, and Composite video/ audio will be installed. The Audio system will be updated to include all mic inputs and display audio inputs. The existing audio system and components/ microphones will be reused, five microphones will be replaced. The video display system will be controlled via the new system controller ** Optional lighting control an be added**.			
Estimated Labor	1	3,360.00	3,360.00
Material:			
HD Projector	1	2,409.00	2,409.00
Wireless Display Module ( proprietary to projector)	1	119.00	119.00
HD A/V Connectivity Panel	2	360.00	720.00
1x8 HDMI Splitter & Clock Stretcher, Supports 3D and Deep Color	1	167.93	167.93
1x2 HDMI Splitter & Clock Stretcher, Supports 3D and Deep Color	1	62.93	62.93
HDMI extension/ interconnect cable	12	48.93	587.16
Touch screen remote	1	754.79	754.79
Remote base and remote power	1	385.00	385.00
Equipment rack with slide out base	2	365.40	730.80
Equipment shelf	4	36.72	146.88
Light duty duty equipment shelf	2	48.00	96.00
Fan system	1	280.00	280.00
Data Run	4	116.20	464.80
HDMI Feeder	2	265.92	531.84
HDMI to VGA switch	1	240.00	240.00
HD video scaler and switching system	1	3,045.00	3,045.00
Projector link cables	1	320.00	320.00
Remote mixer 4ch	2	658.90	1,317.80
DI receiver 4ch	1	158.40	158.40
		<b>Total</b>	



244 W. Olive Ave.  
Porterville, CA 93257

# Estimate

Date	Estimate #
10/2/2014	2288

Name / Address
The City of Porterville 291 North Main Street Porterville, California 93257

Project

Description	Qty	Rate	Total
Sure 12" gooseneck with switch	5	293.25	1,466.25
Crown Amplifier CDi 1000	1	659.99	659.99
Sales Tax	14,663.57	0.085	1,246.40
Freight	1	150.00	150.00
		<b>Total</b>	\$19,419.97



**LEE'S STEREO**  
3120 SOUTH MOONEY BLVD

**THANK YOU**

**NOT FINAL**

Created On: 7/28/2014

**VISALIA CA 93277**  
(559) 734-1225 Fax: (559) 635-2192  
www.leesstereo.com

INVOICE	TYPE	DATE	TIME	PAGE#
Y 112543	RETAIL	10/2/2014	3:05:55 PM	1

CUSTOMER INFORMATION	
Williams Ted 291 N Main St	VIP#
Porterville CA 93257 Home: 782-7439 Work:	Cell: (559) 333-7439

DEALER INFORMATION	
ID#	
Ext:	
STK:	PO: RO:

AUTOMOBILE DESCRIPTION	
Make:	Model:
Year:	Color:
VIN#:	
Odometer:	
Registration:	

APPOINTMENT INFORMATION	
Sales1: PL	Day: Monday Bay#: 0
Sales2:	Date: 7/28/2014
Start Time: 03:25 PM	Stop Time: 03:25 PM

JOB DESCRIPTION	

QTY.	MODEL	MAKE	DESCRIPTION	SERIAL NO.	PRICE	SUBTOTAL
7	#MISCITEM	MISCITEM	desk top mic	#MISCITEM	\$459.95	\$3219.65
1	#MISCITEM	MISCITEM	matrix swicher	#MISCITEM	\$699.95	\$699.95
1	#MISCITEM	MISCITEM	convgahd	#MISCITEM	\$179.95	\$179.95
8	#MISCITEM	MISCITEM	speco 8 dual cone commercial	#MISCITEM	\$49.95	\$399.60
1	#MISCITEM	MISCITEM	crown mixer/amp	#MISCITEM	\$799.95	\$799.95
4	MHX-HDME3	ETHEREAL	3M (9.8 FT.) HIGH SPEED HDMI C	MHX-HDME3	\$49.95	\$199.80
1	#MISCITEM	SONY	projector	#MISCITEM	\$1600.00	\$1600.00
1	#MISCITEM	MISCITEM	mixer shure	#MISCITEM	\$1999.95	\$1999.95
7	XC-10	NADY	10' MICROPHONE CABLE	XC-10	\$19.99	\$139.93
150	24/4P-L5-C	LIBERTY	Cat-5e Telephone/data Cable	24/4P-L5-C	TECHNICIAN \$0.50	\$75.00

LABOR/SUBLET DESCRIPTION	
SUBLET:	

Materials:	\$12818.08
Labor:	\$6000.00
Sublet:	\$0.00
Other:	\$0.00
Misc:	\$0.00
Sales Tax:	\$1057.50
<b>Invoice</b>	<b>\$19875.58</b>

TERMS & CONDITIONS	
<p><b>**NO CASH REFUNDS**</b> ALL RETURNS OR EXCHANGES MUST BE MADE WITHIN 10 DAYS OF PURCHASE DATE. IN STORE CREDIT WILL BE GIVIN ONLY. WARRANTIES ONLY APPLY TO PRODUCTS SOLD BY LEES STEREO, CUSTOMER MUST PAY SHIPPING ON ALL WARRANTIES AND REPAIR SHIIPMENTS. ALL SPECIAL ORDER ITEMS MUST BE PAID IN FULL BEFORE ORDERING AND NO RETURNS. NO RETURNS ON ELECTRONIC PARTS INCLUDING TV LAMPS.</p> <p>SIGNATURE _____</p>	

HOW PAID	
Paid Cash :	
Paid Charge :	
Card Info :	
Auth. Code :	
Gift Card:	
Gift Cert:	
Paid Check : Chk#	
Paid House :	
A/R Open : Due:	
Deposit : Type:	\$0.00
Balance	\$19875.58

**LEE'S STEREO**  
3120 SOUTH MOONEY BLVD

**THANK YOU**

**NOT FINAL**

Created On: 7/28/2014

**VISALIA** CA **93277**  
(559) 734-1225 Fax: (559) 635-2192  
www.leesstereo.com

INVOICE	TYPE	DATE	TIME	PAGE#
Y 112543	RETAIL	10/2/2014	3:05:55 PM	2

CUSTOMER INFORMATION	
Williams Ted 291 N Main St	VIP#
Porterville Home: 782-7439	CA 93257 Work: Cell: (559) 333-7439

DEALER INFORMATION	
ID#	
Ext:	
STK:	PO: RO:

AUTOMOBILE DESCRIPTION	
Make:	Model:
Year:	Color:
VIN#:	
Odometer:	
Registration:	

APPOINTMENT INFORMATION	
Sales1: PL	Day: Monday Bay#: 0
Sales2:	Date: 7/28/2014
Start Time: 03:25 PM	Stop Time: 03:25 PM

JOB DESCRIPTION	

QTY.	MODEL	MAKE	DESCRIPTION	SERIAL NO.	PRICE	SUBTOTAL
250	16-2C KO	LIBERTY	16AWG 65STR. SPKR. WIRE	16-2C KO	\$0.65	\$162.50
150	RG6 / 2C	ARBUCKLE	RG6 COAX W/ 18G 2C POWER	RG6 / 2C	\$0.95	\$142.50
1	#MISCITEM	MISCITEM	hdmi extender over coax	#MISCITEM	\$449.95	\$449.95
2	#MISCITEM	MISCITEM	wireless mic	#MISCITEM	\$499.95	\$999.90
1	#MISCITEM	MISCITEM	hdmi 1 in 8 out	#MISCITEM	\$399.95	\$399.95
1	#MISCITEM	MISCITEM	hdmi cables	#MISCITEM	\$600.00	\$600.00
10	#MISCITEM	MISCITEM	hdmi wall plates	#MISCITEM	\$39.95	\$399.50
1	#MISCITEM	MISCITEM	parts	#MISCITEM	\$350.00	\$350.00
1	LABOR	LABOR	labor	LABOR	\$6000.00	\$6000.00

**TECHNICIAN**

LABOR/SUBLET DESCRIPTION
SUBLET:

Materials:	\$12818.08
Labor:	\$6000.00
Sublet:	\$0.00
Other:	\$0.00
Misc:	\$0.00
Sales Tax:	\$1057.50
<b>Invoice</b>	<b>\$19875.58</b>

TERMS & CONDITIONS
<p><b>**NO CASH REFUNDS**</b></p> <p>ALL RETURNS OR EXCHANGES MUST BE MADE WITHIN 10 DAYS OF PURCHASE DATE. IN STORE CREDIT WILL BE GIVIN ONLY. WARRANTIES ONLY APPLY TO PRODUCTS SOLD BY LEES STEREO, CUSTOMER MUST PAY SHIPPING ON ALL WARRANTIES AND REPAIR SHIIPMENTS. ALL SPECIAL ORDER ITEMS MUST BE PAID IN FULL BEFORE ORDERING AND NO RETURNS. NO RETURNS ON ELECTRONIC PARTS INCLUDING TV LAMPS.</p> <p>SIGNATURE _____</p>

HOW PAID
<p><b>Paid Cash :</b></p> <p><b>Paid Charge :</b></p> <p><b>Card Info :</b></p> <p><b>Auth. Code :</b></p> <p><b>Gift Card:</b></p> <p><b>Gift Cert:</b></p> <p><b>Paid Check : Chk#</b></p> <p><b>Paid House :</b></p> <p><b>A/R Open : Due:</b></p> <p><b>Deposit : Type:</b> \$0.00</p> <p><b>Balance</b> \$19875.58</p>



9941 E. Mission Lane, Scottsdale, AZ 85258  
Phone: 480 661-5629 Fax: 480 661-7589  
[www.jcgtechnologies.com](http://www.jcgtechnologies.com)

## **Audio System Proposal City of Porterville, CA October 1, 2014**

### **JCG Audio Solution**

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JCG Technologies, Inc (JCG) provides cost effective software solutions to cities and other organizations that want to automate their legislative workflow and improve access to information; improving customer service while saving time and money.

JCG solutions include Digital Audio and Video Recording, Agenda Automation, Public Records Request Management, Video Streaming and Archiving Services, Media Presentation, and Audio/Video Systems. Please visit our web site at [www.jcgtechnologies.com](http://www.jcgtechnologies.com).

This system proposal is offered as a detailed explanation and outline for the above referenced project. The proposal details our scope of work, any concerns or exclusions, and our cost to you for the referenced project. Please read all information carefully and feel free to contact us with any questions or concerns.

### **Scope of Work**

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It is our goal to deliver a complete and functional, integrated media design whose components are listed below.

JCG will:

- Provide, install, and control 6 new Shure MX412S/S microphones, and the clients existing microphones, through a JCG Provided Lectrosonic Model 16/12 Digital mixer and a Lectrosonics Model 8/12 Digital mixer.



- Replace the client's existing amplifier with the QSC Amplifier.
- JCG will utilize the clients existing speakers.
- Provide and install Mid Atlantic Power Supply in clients existing rack.
- Mount and Install a HD Projector.
- Provide and configure a new Extron controller system.
- JCG will terminate and test the complete system prior to training.
- Provide the client with a binder of the manufacturers manuals, warranty cards, and any other pertinent pieces of documentation.
- Install and test all specified equipment and components to provide the client with a fully functional integrated media system. Specified equipment and components will be installed per the initial build documentation set.
- Provide comprehensive training on system usage and features to the client.

## **Requirements and Exclusions**

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The following details certain exclusions and points of concern as it relates to this project.

- JCG is not responsible for providing 110 VAC circuits to the specified equipment and/or to the equipment locations. JCG will coordinate with the client as to the engineered and physical requirements of the power circuits, which will be provided by client and or its subcontractor.
- Client will need to provide adequate space for any equipment rack mounting. JCG will furnish requirements for the rack locations if required.
- Client is responsible for speaker wire and termination of speaker wire to audio rack.



## System Cost

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This proposal is valid for 90 days from the date shown above. In the event the date of your approval to proceed exceeds this 90-day limitation, JCG will recalculate this proposal to represent the current costs for the system.

<b>Equipment Cost</b>	<b>\$15,350.25</b>
<b>Engineering/Programming</b>	<b>1,250.00</b>
<b>Closeout Documentation and User Manual</b>	<b>Included</b>
<b>Assembly Labor</b>	<b>3,500.00</b>
<b>Travel / Lodging / Expenses</b>	<b>Included</b>
<b>Testing</b>	<b>Included</b>
<b>Training</b>	<b>Included</b>
<b>Freight Equipment</b>	<b>450.00</b>
<b>Sales Tax</b>	<b>NA</b>
<b>Total Cost</b>	<b>\$20,550.25</b>



## Components

Item Description	Qty	
<b>Common Items</b>		
JCG, Inc. Cables and Connectors, Screws, Microphone Cables, Misc Connectors	1	
<b>Audio/Video System</b>		
Lectrosonics DM812 Digital Matrix Audio Processor (8 inputs 12 outputs)	1	
Lectrosonics DM1612 Digital Matrix Audio Processor (16 inputs 12 outputs)	1	
QSC ISA500Ti Amplifier	1	
Shure MX412S/S Microphones	6	
LG HD Projector	1	
Projector Mounts	1	
HDMI Splitters	2	
Mid-Atlantic Power Supply	1	
<b>Extron Equipment</b>		
Extron 4 input Switcher with Mono Audio Amplifier	1	
Extron Secondary Control Panel	1	
Extron Surface Mount Boxes	1	
Extron VGA Twisted Pair Transmitter	3	
Extron VGA Twisted Pair Transmitter	3	



## **Deadline and Deliverables**

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A successful project requires that all parties work toward a common goal, especially as it relates to the completion of the project. JCG deliverables are based on a timeline that commences when JCG receives a signed contract or a purchase order authorizing its engagement for this project.

JCG is forecasting the delivery, installation, testing and commissioning of the proposed system to be complete no later than 60 days from receipt of a purchase order or signed contract. Upon official acceptance of this proposal and issuance of a signed contract or purchase order, JCG will contact the client to establish a working deadline for the completion of this project.

In the event the client requests changes to the original scope or deadline, JCG will propose a revised cost to the client for such changes and will issue an altered deadline as dictated by the request.

## **Method and Terms of Payment**

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A signed contract or a purchase order will serve as an acknowledgement and an agreement to the payment terms. In the event that it is impossible to honor these payment terms due to corporate or government restrictions, JCG will issue a new proposal or acceptance reflecting the altered and agreed upon terms of payment.

Each invoice shall be due and payable to JCG Technologies, Inc., at the address specified in this quotation. Client agrees to pay a late charge of two percent (2%) per month or the maximum lawful rate; whichever is less, for all amounts not paid within thirty (30) days of receipt of invoice.

JCG. will provide detailed accounting of part numbers, serial numbers, and equipment location. Our payment terms for this project are:

50% When the Purchase Order is issued.

Final payment of the contract upon completion and delivery of proposed system.



## **System Warranty**

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The strength of any Systems Integration Company is its ability to stand behind its system and workmanship. JCG is proud to offer a one-year “bumper to bumper” warranty for this project. This warranty period commences upon the completed installation.

### **What is Covered?**

#### *Workmanship:*

Should any part of the system installed by JCG fail due to faulty wiring, faulty termination, or any other negligent act of labor by JCG; we will repair the system at no charge to the client.

#### *Hardware and Components:*

JCG honors the manufacturer’s warranty for all equipment sold for this project. Each individual manufacturer warrants its product for varying lengths of time. Should any product need replacement during the system warranty period, JCG will repair or replace that product at no charge to the client.

Outside of the system warranty period, JCG will assist the client in exercising any remaining warranty on the specific product. This will be done at normal service rates and expenses.

### **What We Will Do:**

During the system warranty period, JCG will make every attempt to remotely diagnose and/or repair the deficiency of the system prior to an on-site service call. Once our staff has determined that there is no alternative but to conduct an on-site visit, we will make every attempt to respond as quickly as possible.

### **Handling a Warranty Claim:**

Once a service call is made, our service department will handle the claim. Our service department can be reached during normal business hours at (480) 661-5629. Our normal business hours are Monday through Friday, 8:00am to 5:00pm. AZ MST, excluding holidays. We encourage our clients to keep us aware of critical meeting dates in the unlikely event a service issue arises. During the first year, there is no charge for handling the warranty.





Outside of that period, should a service call be required, you will incur time and material charges at a current service rates and expenses of JCG Technologies, Inc. This includes travel expenses. Additional comprehensive preventative maintenance programs are available from JCG.

#### **Individual Equipment Warranty:**

Aside from the system warranty, most components will carry additional manufacturer warranty coverage anywhere from two to four years. Our system documentation includes all of the necessary paperwork and cards so that the client can register with the manufacturers to officially be eligible for the warranty. As an authorized dealer of each system component, JCG will be available to assist in the processing of warranty claims for your project if and when the need arises.

#### **What This Warranty Does Not Cover:**

This system warranty does not cover defects resulting from accidents, alterations to the system, unauthorized repair of components, or general misuse of the system. JCG reserves the right to refuse warranty service if it is found that the client is negligent as described above.



## **Contact Information**

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Please do not hesitate to contact me if you have any questions or require any additional information.

Christie Schmenk

Regional Sales Manager  
JCG Technologies, Inc.  
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Scottsdale, Arizona 85258

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