

**RESOLUTION APPROVING BIS DIGITAL A/V RECORDING SYSTEM PROJECT FOR MAIN COURTROOM, JUVENILE COURT**

WHEREAS, Karen Capstick, Operations and Finance Director, has presented a quote for the approval of the Board, to-wit:

**Scope:** A/V Recording system for the main courtroom at Main Avenue

**Parties:** Ashtabula County Juvenile Court, 4717 Main Avenue, Ashtabula, OH 44004  
BIS Digital, 6600 Park of Commerce Blvd, Boca Raton, FL 33487

**COST:** Total \$32,900.11 (\$25,000 grant funds, \$7,900.11 Commissioners' funds)

**Term:** Completion of project by 9/30/2026

THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Ashtabula County, Ohio that the quote, as noted above, be made in accordance with the copy now on file in this office.

BE IT FURTHER RESOLVED that the President of the Board, on behalf of the Board of Commissioners of Ashtabula County, is authorized to execute any and all necessary documents.

**ASHTABULA COUNTY COMMISSIONERS  
CERTIFICATION PAGE**

Resolution No. 2026-50

January 13, 2026

**RESOLUTION APPROVING BIS DIGITAL A/V RECORDING SYSTEM PROJECT  
FOR MAIN COURTROOM, JUVENILE COURT**

Upon the motion of Kathryn L. Whittington, seconded by J.P. Ducro IV.

**VOTE:**

Casey R. Kozlowski	Aye
Kathryn L. Whittington	Aye
J.P. Ducro IV	Aye

**CERTIFICATE OF CLERK**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.

*Lisa Hawkins*

---

Lisa Hawkins, Clerk of the Board  
Board of County Commissioners  
Ashtabula County, Ohio



## Bill of Materials

**Account Name:**

Ashtabula County Probate & Juvenile Court (OH)

**Quote Name:**

I-C - OCT 2025 - Audio Installation - CR1 - Courthouse - Ashtabula County Probate & Juvenile Court (OH)

**Quote Number:**  
Q-8029528

**Quote Amount:**  
\$32,900.11

**Date:**  
10/31/25

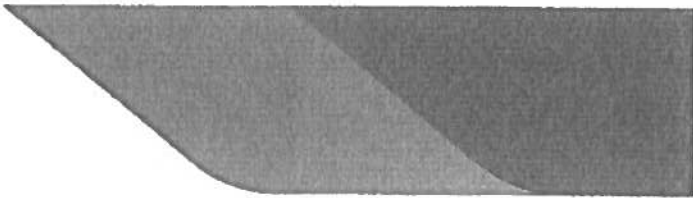
**Quote Expiration Date:**  
5/2/26

**Account Rep:**  
Ryan Vanguilder

**Account Rep Email:**  
ryan.vanguilder@bisdigital.com

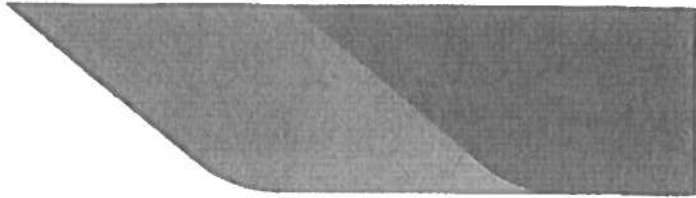
**Account Rep Phone:**  
(800) 834-7674 x4983

Item	Product Code	Qty	Unit Price	Total Price
DCR Screen Capture License	BIS-DCR-SCL	1.00	\$700.00	\$700.00
DCR 4ch Digital A/V Recording and Transcription Software (incl. 12 month SAS)	DCR-4S-RTT	1.00	\$3,700.00	\$3,700.00
Professional Digital PA Mixer DANTE Capable w/8ch USB out and POTS/VoIP Interface	BIS-MX-DAN-USB8PV	1.00	\$5,250.00	\$5,250.00
18" Gooseneck Microphone w/Programmable Mute Base & LED (Series 3)	BIS-MIC-GBL18-S3	1.00	\$520.00	\$520.00
18" Gooseneck Microphone (Series 2)	BIS-MIC-GN18-S2	1.00	\$370.00	\$370.00
Power Distribution System (Series 2)	BIS-PWR-DIST-S2	1.00	\$390.00	\$390.00
6" Ceiling Speaker (pair)	SPKR-CS-6	3.00	\$235.00	\$705.00
DANTE Virtual Sound Card (up to 64ch)	BIS-DANTE-V64	1.00	\$150.00	\$150.00
10-port Network Switch   10x 1GB   8x PoE+ (125w)	BIS-NS-M4250-GSM4212P	1.00	\$1,030.00	\$1,030.00
Assisted Listening System IR SYS32	BIS-ALS-IR-SYS32	1.00	\$1,650.00	\$1,650.00
100W 4Ch Rackmount Amplifier   0.5U	BIS-QSC-SPA4-100	1.00	\$1,270.00	\$1,270.00
Condenser Boundary Microphone w/Mute   Black (Series 4) with BE Stand	BIS-M-U891RCB	2.00	\$349.00	\$698.00
Microphone Wire   22AWG   Plenum   Black   500'	BIS-W-MP-22AWG-500ft-S2	1.00	\$100.00	\$100.00
Speaker Wire   16AWG   Plenum   Black   500'	BIS-W-SPKR-16AWG-500ft-B-S2	2.00	\$200.00	\$400.00
Gooseneck Desk Stand (Series 2)	BIS-M-GN-NLPS-S2	1.00	\$155.00	\$155.00



Item	Product Code	Qty	Unit Price	Total Price
4U Rack   Enclosed   15" Depth	BIS-R-4U	1.00	\$300.00	\$300.00
Installation Supplies	BIS-INST-SUP	1.00	\$192.57	\$192.57
Shipping/Handling	S/H	1.00	\$898.66	\$898.66
On-site Setup Installation and Training (per system)	SIT	1.00	\$9,900.00	\$9,900.00
Annual ON-SITE SUPPORT (Includes Hardware Replacement) - Contract to be Issued Upon Installation	NMNT-OS-HRDW	1.00	\$3,477.60	\$3,477.60
% Tariff Surcharge	PCT-TARIFF	0.06	\$17,388.00	\$1,043.28

**Total (Before Tax): \$32,900.11**



## Terms and Conditions

---

<b>Effective Period</b>	This Quote (Q-8029528) is valid through <b>May 2, 2026</b>
<b>Tax Status</b>	Sales tax will be added to an invoice unless a Tax-Exempt Form is on file with the BIS Digital corporate office.
<b>Payment Terms</b>	<p><b>Deposit:</b> All orders above \$5,000 require a 50% deposit. Once the deposit for an order is received by BIS Digital, installation scheduling and shipment of goods will occur.</p> <p><b>Balance:</b> For installations, the remaining balance is to be paid on the completion of the installation. For orders, the remaining balance is to be paid on the delivery of goods at the customer site.</p>
<b>Cancellation</b>	<p>In the event a customer cancels or postpones an order after a deposit has been received, BIS Digital reserves the right to invoice for hardware, software, shipping costs, and any other materials procured for the order.</p> <p><b>Restocking Fee:</b> A 20% restocking fee will be charged for all cancelled orders.</p>
<b>Limited Warranty</b>	New software supplied by BIS Digital are covered for 90 days from the date of installation. New hardware supplied by BIS Digital are covered for 90 days from the date of delivery. Manufacturer Warranties do not cover On-Site Technical Support, Shipping costs, or Software upgrades.
<b>Software Assurance</b>	Annual Software Assurance entitles users to software upgrades at a fixed fee assessed at time of purchase.
<b>Substitutions</b>	Unforeseen supply chain disruptions or component shortages may impact availability of goods. As a result, some items may require substitution and may be subject to price and/or delivery time variances. In these instances, BIS Digital will consult with the customer about options and alternatives.



**Quote (Q-8029528) Accepted By**

---

**Full Name (Print):**

Casey Kozowski

**Title:**

President

**Signature:**



**Date:**

1-13-20

**PLEASE NOTE:**

By signing above and or providing a purchase order number below, your organization is agreeing to the above price, terms, and conditions, and is authorizing BIS Digital, Inc. to order, install, and bill for the equipment listed herein.

**Accounts Payable Information**

---

**Full Name (Print):**

\_\_\_\_\_

**Phone Number:**

\_\_\_\_\_

**Email Address:**

\_\_\_\_\_

**Fax Number:**

\_\_\_\_\_

**Purchase Order Required for Processing?:**

YES      NO

**Purchase Order Number:**

\_\_\_\_\_

# 4U Rack Enclosure (Adjacent Room)

## Recording Station

DCR Desktop  
Audio 3ch.  
Video 1ch.  
(Client Provided PC)  
w/ Dante VSC w/ DCR  
Screen Capture

2x CAT6  
Data Port 1  
Data Port 2

## Bench

18" Gooseneck  
Microphone w/ Mute  
Base

Input 1

## Witness

18" Gooseneck  
Microphone w/ Base

Input 2

## Attorney Table 1

Boundary Microphone  
w/ Mute Base

Input 3

## Attorney Table 2

Boundary Microphone  
w/ Mute Base

Input 4

10-Port Network Switch  
| 10x 1GB | 8x PoE+  
(125W)

3x CAT6  
Data Port 1  
Data Port 2

Professional Digital PA  
Mixer DANTE Capable  
w/ 8ch USB Output

Output 1-2

100Q 4ch Rackmount  
Amplifier | 0.5U

## Ceiling

6" Ceiling  
Speaker (x1)  
Zone 1  
(Bench)

6" Ceiling  
Speaker (x2)  
Zone 2  
(Witness)

6" Ceiling  
Speaker (x2)  
Zone 3  
(Attorneys)

6" Ceiling  
Speaker (x2)  
Zone 4  
(Gallery)

Assisted Listening  
System IR SYS32

Output 3

### Wiring Legend:

- Audio
- HDMI
- VGA
- Composite
- Network
- USB
- Misc

\*Clients Existing Equipment\*

Signature:

Date:

ALL IDEAS, DESIGN AND PLANS  
REPRESENTED BY THIS DRAWING ARE  
OWNED BY AND ARE THE PROPERTY  
OF BISDIGITAL. NO PARTS OF THIS  
DRAWING ARE TO BE REPRODUCED,  
COPIED, OR TRANSMITTED IN ANY  
MANNER OR BY ANY MEANS, ELECTRONIC  
OR MECHANICAL, INCLUDING PHOTOCOPYING,  
RECORDING, OR BY ANY INFORMATION  
SYSTEMS WITHOUT THE WRITTEN CONSENT OF  
BISDIGITAL.

**BISDIGITAL**

120 W. 10th Street, Suite 50  
Portland, ME 04101  
Phone: 207.751.1234  
Website: www.bisdigital.com

Ashtabula County Probate & Juvenile Court  
(OH) Q-9028528 Courtroom 1

AUDIO / VIDEO LINE DRAWING  
DRAWING NO. 1  
DATE 10/15/2025  
SHEET 1 of 1

# BIS-4001349 - Installation (I)

## Ashtabula County Probate & Juvenile Court (OH)

By signing below, I certify that I am an authorized signer for Ashtabula County Probate & Juvenile Court (OH) and have reviewed and approve the Scope of Work provided by BIS Digital. I understand that this Scope of Work defines the equipment requirements for the project, and certify this document accurately captures the needs of my organization. I also acknowledge that any changes to the Scope of Work must be approved in writing by all parties involved.

*Ashtabula County Commissioner  
Probate & Juvenile Court*

Client Name \_\_\_\_\_ Signature \_\_\_\_\_ Date 1-13-26

### Installation (I) Description / Notes:

New Audio recording installat on in a newly renovated courtroom. DCR will be controlled by the bailiff next to the bench which is where the rack will sit. Goose neck microphones will be at the bench and the witness stand and boundary microphones will be set at each of the attorney tables. The customer specifically requests a Tesira DSP. Six ceiling speakers will be installed at the front and back of the room, above the gallery and Jury.

Speaker zones need to correlate with the microphone it's above (ex. Bench microphone shouldn't amplify in the speaker above the bench. The prosecution microphone shouldn't amplify over the speaker above the prosecution ect.)

DCR Screen Capture will capture the audio and video of the courts Zoom/Teams meetings

Client will provide the additional NIC card required

Will any BIS Digital provided equipment need to match existing equipment?

No - All BIS Digital provided equipment can be standalone and does not need to match any existing equipment.

System Training Required?

Yes - BIS Digital Technicians will train end users on using the installed system.

### System:

Courtroom

### Multiple Rooms?

No - This scope does NOT consider multiple rooms.

### Applicable Room Name(s):

CR1

Will BIS Digital provide ongoing support?  
On-Site Support with Hardware Replacement

Rep Name: Ryan Vangulider

Date: 10-09-2025

Audio Sources:

	Location	Status	Placement	Type	Make/Model	Record Channel	Public Address	Stream Online	Use in VTC	Chairman	Voting	Request to Speak
A1	Bench	Provide 1 New	Desk-sitting	18" Gooseneck (w/ Mute)		1						
A2	Witness	Provide 1 New	Desk-sitting	18" Gooseneck		2						
A3	Attorney Table 1	Provide 1 New	Desk-sitting	Boundary Mic (w/ Mute)		3						
A4	Attorney Table 2	Provide 1 New	Desk-sitting	Boundary Mic (w/ Mute)		4						

Audio Destinations:

	Location	Status	Type	Zone	Make/Model
S1	Bench	Provide 2 New	Ceiling-mounted Speaker	1	
S2	Main Room	Provide 2 New	Ceiling-mounted Speaker	2	
S3	Jury	Provide 1 New	Ceiling-mounted Speaker	2	
S4	Gallery	Provide 1 New	Ceiling-mounted Speaker	2	

**Additional Equipment**

	Location	Status	Make / Model	Ports Available
Amplifier	Rack	Provide 1 New		
Assisted Listening System	Rack	Provide 1 New		
Desktop/Laptop	Baillif	Use 1 Client-Provided		
DSP/Mixer	Rack	Provide 1 New		
Power Conditioner	Rack	Provide 1 New		

**Rack:**

Rack 1	Location	Status	Type	Access	Conduit	Units Available
	Bench	Provide 1 New	Open-frame	Indirect (adjacent room)	Existing	4U



Has an installation timeline been defined / established?

No - The timeline is to be determined.

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

Yes - Renovation

At time of walk, did the client confirm a POC for the project?

No - Client did NOT confirm.

Is there a Network Approval Process?

Unknown

Will an IT Administrator or someone with knowledge of the network be available throughout the project?

No - Client did NOT confirm.

Approximate Number of Training Days:

0.38

System Training Hours:

	Estimated Hours
DCR	6
DCR-VC	0
DCR Player	3
Web Access / Network Monitor	0
Room Control	4.50
Evidence Presentation	0
Other (see notes)	0
Total	13.50

Is there any conduit available?

Yes - Conduit can be accessed and approved for use by the building facilities.

Conduit Details:

Pathway	Start Location	End Location	Total Diameter (inches)	Approximate Free Diameter (inches)
Pathway 1	Attorney Table 1	Bench		

Is there access above the ceiling?

Yes - BIS Digital can access areas above ceilings on-site as needed.

Is there any ceiling height on-site greater than 14 feet?

No - Ceiling heights at all locations are below 14 feet.

Is there known asbestos?

No - Client confirms installation site is free of asbestos.

Will cables be run in-wall?

Yes - Existing infrastructure will support running cables in-wall.

Will cables be run on floor with coverings?

N/A - Cables will not be run across the floor for this scope.

Will equipment be mounted on walls, ceilings, or floors as needed?

N/A - Equipment will not be mounted for this scope.

Did the client confirm that installation structures will support installed equipment as applicable?

No - Client did NOT confirm.

Is there a loading dock?

N/A - Loading dock not needed for this scope.

Is there adequate, lockable storage available to store ALL equipment needed for the installation?

N/A - Lockable storage not needed for this scope.

Room Diagram:

A

D

B

C