

RESOLUTION AMENDING RESOLUTION 2026-50 APPROVING BIS DIGITAL RECORDING SYSTEM PROJECT FOR MAIN COURTROOM, JUVENILE COURT

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

Amended Scope: The system will be installed in a temporary fashion. There will be follow up installation once the room is renovated.

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

COST: Reduction of cost to \$32,801.25 (\$25,000 grant funds, \$7,801.25 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 Amendment, 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. 2026-270

June 16, 2026

**RESOLUTION AMENDING RESOLUTION 2026-50 APPROVING BIS DIGITAL
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
Kathryn L. Whittington
J.P. Ducro IV**

**Aye
Aye
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.



Crystal Sturgill, 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:

\$32,801.25

Date:

6/3/26

Quote Expiration Date:

12/3/26

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 Software Suite (incl. 12-month SAS)	DCR-4S-RTT	1.00	\$3,700.00	\$3,700.00
Condenser Boundary Microphone w/Mute Black (Series 4) with BE Stand	BIS-M-U891RCB	2.00	\$349.00	\$698.00
18" Gooseneck Microphone (Series 2)	BIS-MIC-GN18-S2	2.00	\$370.00	\$740.00
Power Distribution System (Series 2)	BIS-PWR-DIST-S2	1.00	\$390.00	\$390.00
6" Ceiling Speaker (Single)	SPKR-CS-6	6.00	\$235.00	\$1,410.00
10-port Network Switch 10x 1GB 8x PoE+ (125w)	BIS-NS-M4250-GSM4212P	1.00	\$1,030.00	\$1,030.00
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
DANTE Virtual Sound Card (up to 64ch)	BIS-DANTE-V64	1.00	\$150.00	\$150.00
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
Gooseneck Desk Stand w/Programmable Mute Switch (Series 2)	BIS-M-GN-LPS-S2	1.00	\$199.00	\$199.00
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
4U Rack Enclosed 15" Depth	BIS-R-4U	1.00	\$300.00	\$300.00
Gooseneck Desk Stand (Series 2)	BIS-M-GN-NLPS-S2	1.00	\$155.00	\$155.00



Item	Product Code	Qty	Unit Price	Total Price
Installation Supplies	BIS-INST-SUP	1.00	\$203.88	\$203.88
On-site Setup Installation and Training (per system)	SIT	1.00	\$10,890.00	\$10,890.00
Shipping/Handling	S/H	1.00	\$951.44	\$951.44
Annual ON-SITE SUPPORT (Includes Hardware Replacement) - Contract to be Issued Upon Installation	NMNT-OS-HRDW	1.00	\$3,628.40	\$3,628.40
% DISCOUNT	PCT-DISCOUNT			-\$1,014.47

Subtotal: \$33,815.72
Discounts: - \$1,014.47
Total (Before Tax): \$32,801.25



Terms and Conditions

Effective Period	This Quote (Q-8029528) is valid through December 3, 2026
Tax Status	Sales tax will be added to an invoice unless a Tax-Exempt Form is on file with the BIS Digital corporate office.
Payment Terms	Deposit: All orders above \$5,000 require a 50% deposit. Once the deposit for an order is received by BIS Digital, installation scheduling and shipment of goods will occur. Balance: 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.
Cancellation	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. Restocking Fee: A 20% restocking fee will be charged for all cancelled orders.
Limited Warranty	New software supplied by BIS Digital are covered for 90 days from the date of installation. New hardware supplied by BIS Digital are covered for 90 days from the date of delivery. Manufacturer Warranties do not cover On-Site Technical Support, Shipping costs, or Software upgrades.
Software Assurance	Annual Software Assurance entitles users to software upgrades at a fixed fee assessed at time of purchase.
Substitutions	Unforeseen supply chain disruptions or component shortages may impact 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 Kozlowski

Title:

President

Signature:

[Handwritten Signature]

Date:

6-16-20

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 4ch
Video 1ch
(Client Provided PC)
w/ Dante VSC w/ DCR
Screen Capture

Bench

18" Gooseneck
Microphone w/ Mute
Base

Witness

18" Gooseneck
Microphone w/ Base

Attorney Table 1

Boundary Microphone
w/ Mute Base

Attorney Table 2

Boundary Microphone
w/ Mute Base

- Wiring Legend:**
- Audio: _____
 - HDMI: _____
 - VGA: _____
 - Composite: _____
 - Network: _____
 - USB: _____
 - HDBaseT: _____

Clients Existing Equipment

Signature:

Date:

10-Port Network Switch
| 10x 1Gb | 8x PoE+
(125w)
2x CAT6
Dante Port 1
Dante Port 3

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

100Q 4ch Rackmount
Amplifier | 0.5U

Ceiling

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

6" Ceiling
Speaker (x1)
Zone 2
(Witness)

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

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

Assisted Listening
System IRS32

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BIDS DIGITAL

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PHONE: 207.715.1134
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Achobula County Probate & Juvenile Court
(OH) Q-025628 Courtroom 1

AUDIO / VIDEO LINE DRAWING

DATE	10/15/2025	REV	1	1 of 1
AUTHOR:	M.J.C.	REV	A	

BIS-4001349 - Installation (I)

Ashtabula County Probate & Juvenile Court (OH)

Rep Name: Ryan Vengulder

Date: 10-09-2025

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.

Client Name _____

Signature _____

Date

6-16-20

Installation (I) Description / Notes:

New Audio recording installation 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.

The initial installation will be in a semi-finished room in order to accommodate a grant deadline. Wiring will most likely need secured with gaffers tape where conduit has not yet been installed. The BOM of this quote will cover the initial installation and the follow up installation once the room is complete.

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):
CRI

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

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	Bailiff	Use 1 Client-Provided		
DSP/Mixer	Rack	Provide 1 New		
Power Conditioner	Rack	Provide 1 New		
Rack:				
	Location	Status	Type	Access
Rack 1	Bench	Provide 1 New	Open-frame	Indirect (adjacent room)
				Conduit
				Existing
				Units Available
				4U

Is the client planning to record with DCR?

Yes - BIS Digital is introducing recording v

DCR PC

Location	Status	Type	Recording Light	Recording Sign	Web Clock Sign	Start/Stop Light Switch	Physical Start/Stop Button	Physical Bookmark Button	3rd Party Control

DCR PC **Bailiff** **Use 1 Client-
Provided** **Desktop**

DCR File Storage (In addition to C: Drive):

	Location	Status	Type	Storage Capacity	Use Case	Minimum Retention Time (Years)
HD1	Network Room	Use 1 Client-Provided	NAS	TBD	Simultaneous Mirroring	N/A

DCR License:

[illegible]

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:

	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 ran 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

cj