



GREEN LAKE COUNTY

571 County Road A, Green Lake, WI 54941

Original Post Date: 12/03/15

Amended* Post Date: 12/08/15

**The following documents are included in the packet for the
Judicial Law Committee on December 9, 2015:**

- 1) **Amended** Agenda**
- 2) Draft minutes from the 11/11/15 meeting
- 3) Purchase Request from RIP office



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

Judicial/Law Enforcement and Emergency Management Committee Meeting Notice

*Date: December 9th, 2015 Time: 4:30 PM
Green Lake County Government Center,
County Board Room, 571 County Rd A, Green Lake WI*

Amended AGENDA**

**Committee
Members**

*Gene Thom,
Chairman
Sue Wendt, Vice-
Chair
Debra Schubert
Michael Starshak*

*Lori Evans,
Secretary*

1. Call to Order
2. Certification of Open Meeting Law
3. Pledge of Allegiance
4. Agenda
5. Minutes: 11/11/15
6. Public Comments 3 Min Limit
7. Correspondence
8. Creation of Positions
9. Job Descriptions
10. **Review Job Description/Fill Vacant Positions
 - **Paralegal/Office Manager
11. Resolutions/Ordinances
12. Courtroom Upgrades
13. Purchase Requests
14. Voluntary Unpaid Leave Request
15. *Training
16. *Recommendation for Emergency Management Director and VSO
17. Department Related Comments
 - Child Support
 - Clerk of Courts
 - Circuit Court/Register in Probate
 - District Attorney
 - Coroner
 - Emergency Management
 - Sheriff's Office
18. Budget Adjustments
19. Monthly Sheriff Reports
20. Expense & Revenue Monthly Reports
21. Monthly Vouchers
22. Lexipol
23. Committee Discussion
 - Future Meeting Dates: Regular Meeting January 13, 2015 at 4:30 pm
 - Future Agenda items for action & discussion:
24. Adjourn

Kindly arrange to be present, if unable to do so or if there are any changes, please notify Samantha at 4005.

Please note: Meeting area is accessible to the physically disabled. Anyone planning to attend who needs visual or audio assistance, should contact the County Clerk's Office, 294-4005, not later than 3 days before date Of the meeting.



JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE

November 11, 2015

The regular Judicial/Law Enforcement and Emergency Management Committee meeting was called to order by Chairman Gene Thom at 4:30 PM on November 11, 2015 in the County Board room of the Green Lake County Justice Center, 571 County Road A, Green Lake, WI. The requirements of the open meeting law were certified as being met.

Present: Gene Thom – Chair
Sue Wendt – Vice Chair
Debra Schubert
Michael Starshak

Others Present:

Dawn Klockow, Corp. Counsel
Sheriff Mark Podoll
Tony Daley, Berlin Journal
Amy Thoma, Clerk of Circuit Court
Judge Slate
Marcia Kleman, Child Support

Terri Stellmacher, CSA
Lori Evans, Admin. Ass't to Sheriff
Lynn Ryan, RR Coordinator
Amanda Thoma, Coroner
Joy Waterbury, Board Supervisor
Jeanne Theune, Child Support

AGENDA

Motion/Second (Schubert/Starshak) to approve the amended agenda. All Ayes.
Motion carried.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by the group.

MINUTES

Minutes from the October 14, 2015 meeting were read. *Motion/Second (Starshak/Schubert)* to approve the minutes with the change in the spelling of Terry Stellmacher's name to Terri. All Ayes. Motion carried.

PUBLIC COMMENTS

None

APPEARANCES INCLUDING PUBLIC COLLECTIONS

None

CORRESPONDENCE

Thank yous to Sheriff Podoll and Lori Evans from Stephanie Craig-Hanewall, Administrative Assistant for the Lafayette County Sheriff's Office and from Ryan Andreasen of Spillman Technologies in appreciation for the time spent demonstrating the Spillman RMS system to representatives from Dodge and Lafayette Counties recently. They were very appreciative of our time and efforts.

DISCUSSION OF SUPERVISOR SLATE'S COMMENTS MADE AT THE SEPTEMBER 9TH JUDICIAL/LAW ENFORCEMENT AND EMERGENCY MANAGEMENT COMMITTEE MEETING DURING PUBLIC COMMENTS

Discussion was held on the part-time Communications position going to full-time. Sheriff Podoll explained that the reason the \$4300 savings from 2011 wasn't a cost in the 2015 resolution was that in 2011 the position was in a set schedule, under WPPA contract and when that person took a leave day it was filled by seniority at overtime. Since Act 10 was passed the new position is a float and not in the WPPA contract. The person in that position will normally be taking a day off that he/she is not scheduled for due to the flexibility in scheduling. If they do take a day that needs coverage it will be filled by employee's not receiving overtime. Corp. Counsel felt that this discussion was a moot point as the resolution has already been passed. She recommended that no more time be spent on it. However, if Committee members want any further numbers they should contact the Sheriff.

JOB DESCRIPTIONS – JUDGE’S OFFICE

The packet included both the tracked changes copies and the new finished copies for the Judicial Assistant/Deputy Register in Probate and the Register in Probate positions. Corp. Counsel explained the job description process and noted that these job descriptions have been approved by Corp. Counsel and the County Administrator. ***Motion/Second (Wendt/Starshak)*** to approve the job descriptions and pass them on to Personnel. All Ayes. Motion carried.

FILLING OF VACANCY

Discussion was held on the filling of the upcoming vacancy for the Child Support Administrator position. The packet included a copy of the Reasons to keep the Child Support Agency as a “Stand Alone” Office from CSA Stellmacher and an excerpt from a draft of the recommendations from Deb Pagel that will be discussed at the December County Board meeting from Clerk Bostelmann. The recommendation stated that as the County has turn over at the leadership level within the various offices we recommend an evaluation be done to assess the opportunity to create efficiencies and possibly consolidate and move reporting relationships to different departments....

Motion/Second (Starshak/Schubert) to recommend to Personnel that the Child Support Administrator position be filled. All Ayes. Motion carried. The Committee would like the Personnel Committee to be aware of the reasons for this motion. Those reasons being the excellent job the department head has done, the opportunity to have a smooth transition and the outstanding fiscal numbers.

RESOLUTIONS/ORDINANCES

The Animal Ordinance was presented by Corp. Counsel Klockow. ***Motion/Second (Wendt/Schubert)*** to pass the ordinance and send it on to County Board. Three Ayes. Starshak – Nay. Motion carried.

Relating to Creating a Green Lake County Fatality Review Team. Coroner Thoma explained the need for Creating a County Fatality Review Team. This will encompass all deaths, not just children. ***Motion/Second (Starshak/Wendt)*** to approve the Resolution with a change to the fiscal note and send it on to the County Board. Instead of saying Fiscal Impact: None. It should read: No Fiscal Impact. All Ayes. Motion carried.

COURTROOM UPGRADES

Judge Slate apologized for being late; he was at a seminar in Madison. He apologized that he also had to leave early due to another commitment. He has not yet heard back from the first person who was going to get back to him regarding audio in the Courtroom. However he did find another vendor to come in and look into the issues. The gentleman was from CEC. He determined that there were no hardware problems. He believed the problems were due to software issues. He recommends that every 6 months someone come in and do a review of the software. His company does not do that, but he will send the Judge some names of people who do that kind of work. He also looked at the three bids that were submitted previously. The one for \$66,000 was for new hardware and rewiring. The one for \$33,000 was for all new hardware. The one for \$14,000 was for a new operating system. The CEC representative did not think any of the bids were acceptable for what we need. The Judge will be talking to Bill in the IT Department about the situation also.

DISCUSSION AND ACTION ON VEHICLE USE POLICY

Sheriff Podoll explained the need for the SWAT/CTU commander, Deputy Matt Vande Kolk, to be able to respond from home with his emergency vehicle. He lives 14.5 miles from the Sheriff's Office, 6 miles from the County line. *Motion/Second (Wendt/Schubert)* to approve that Deputy Vande Kolk is allowed to take his vehicle home. All Ayes. Motion carried.

PURCHASE REQUESTS

None

VOLUNTARY UNPAID LEAVE REQUESTS

None

TRAINING

Motion/Second (Schubert/Starshak) to approve the training requests that were included in the packet from the Coroner's Office. All Ayes. Motion Carried.

At the Department Head meeting Clerk Bostelmann asked other Departments how they handle training requests. A memo regarding her findings was distributed at the meeting with the results being:

1. A list of budgeted training is presented to the Committees at the beginning of the year and the list is approved by motion of the committee at that meeting.

2. A training budget is approved through the budget process and the department head selects the appropriate trainings for him/her and their staff.
This will be discussed later in the meeting under Jud/Law Packet contents.

DEPARTMENT RELATED COMMENTS

Child Support: Nothing to report

Clerk of Courts: Nothing to report

Circuit Court/Register in Probate: Nothing else to report

District Attorney: No appearance

Coroner's Office – Coroner Thoma thanked the Committee for allowing her to go to the Child Injury Conference last week. She gave a short explanation of some of the things she learned.

Emergency Management: Sheriff Podoll reported that he, Gary Podoll and two of the newest dispatchers went to a meeting at the National Weather Service recently. It was very valuable training regarding emergency weather situations. The Sheriff also reported that they are continuing to work on the train derailment plan. It should be done soon.

Sheriff's Office: Sheriff Podoll reported that they just completed some very good SWAT training at the new FVTC training facility. It's a great facility. He stated that he and Lori went to the Dodge County Board meeting to assist the Sheriff in support of their purchase of the Spillman RMS. They were very appreciative of our presence and the Board unanimously passed a motion to approve the purchase of Spillman. He reported that there was a crash on CTH F recently involving farm equipment. Supervisor Schubert asked if there was anything we could do to help prevent accidents like this from occurring. The Sheriff said that educating the farmers and being proactive by getting information out through the media are the best ways to accomplish this. If people see violations he recommends that they report it so that officers can talk to the parties involved.

Lynn Ryan, Recidivism Reduction Coordinator gave a very informative report on the RR program. Highlights were that of the 43 inmates in custody, 16 are working Huber inmates, 27 are eligible to be in the RR program. Of that there are 21 participants. That is a great participation rate. Many are participating in the education program with two working on their GED's. There are 2 volunteer tutors along with the MPTC teacher who has been with us for over six years and is doing an excellent job.

BUDGET ADJUSTMENTS

None

COMMITTED, RESTRICTED AND ASSIGNED FUNDS

A copy of the 2014 Jud/Law Committee Department's General Committed Funds was included in the packet along with letters from the Clerk of Circuit Court and the District Attorney's Office requesting continuance of their Committed Funds accounts. The Sheriff requested that a separate Committed Fund be established for the K-9 funds. *Motion/Second (Schubert/Wendt)* to approve the Sheriff's request to establish a K-9 committed fund for current and future donated funds to be used for expenses for the eight year life expectancy of the K-9s. All Ayes. Motion carried. Lori Evans explained that the committee needed to approve accounts and not amounts for Committed, Restricted and Assigned funds already in effect. *Motion/Second (Starshak/Schubert)* to continue with all of the Committed funds that have already been established. All Ayes. Motion Carried.

MONTHLY SHERIFF REPORTS OCTOBER AND NOVEMBER

Motion/Second (Starshak/Schubert) to approve the October and November Monthly Sheriff's Reports. All Ayes. Motion carried.

EXPENSE AND REVENUE MONTHLY REPORTS OCTOBER AND NOVEMBER

Motion/Second (Starshak/Wendt) to approve the October and November Monthly Expense and Revenue Reports. All Ayes. Motion carried.

JUD/LAW PACKET CONTENTS

The Sheriff explained that he had security and safety concerns about not only the Jud/Law packet contents being available on the internet, but other Committee packets as well. The Committee understood and agreed with his concerns and asked him to go to the next Administrative meeting to explain those concerns. For the Judicial/Law Enforcement Committee, in the future copies of anything that have security, safety, or personnel concerns will be handed to the Committee members at the time of the Committee meeting and no longer be included in the packet. Voucher lists will also not be included in the packet. Detailed monthly training information will no longer be disbursed in printed format but will be discussed during Department Head comments.

MONTHLY VOUCHERS

The committee reviewed and signed the monthly claims for payment dated November 11, 2015 for the following offices in the following amounts:

Child Support: \$ 738.07

Clerk of Circuit Court: \$ 2,196.67

Clerk of Circuit Court: \$ 50.00

Clerk Thoma reported that the \$50.00 is for Betty Malzhan this month, not Sue Wendt)

Coroner: \$ 636.00

District Attorney: \$ 2,920.61

Emergency Management \$ 130.00

Judge-Circuit Court: \$ 11,228.39

Sheriff's Office: \$ 94,833.84

Motion/Second (Starshak/Schubert) to approve all of the above claims. All Ayes, Motion carried.

MOVE INTO CLOSED SESSION

Motion/second (Starshak/Wendt) to move into closed session per ss. 19.85(1); (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. This closed session relates to an exit interview. Roll call vote: Schubert – Aye, Starshak-Aye, Wendt– Aye, Thom – Aye. Four Ayes. No Nays. Motion carried. Moved into closed session at 6:00 p.m.

RECONVENE INTO OPEN SESSION

Motion/second (Starshak/Schubert) to move into open session Roll call vote: Schubert – Aye, Starshak-Aye, Wendt– Aye, Thom – Aye. Four Ayes. No Nays. Motion carried. Moved into open session at 6:28 p.m.

It was reported that there was an exit interview in the closed session.

COMMITTEE DISCUSSION

The committee raised concerns that the smaller offices did not have reports to the County Board. They felt that it was important to hear from those Departments and would like to request that those reports be scheduled in the future.

FUTURE MEETING DATE AND AGENDA ITEMS

The next meeting is set for December 9, 2015 at 4:30 p.m. in the County Board Room of the County Justice Center, 571 County Road A, Green Lake.

ADJOURN

Motion/Second (Schubert/Starshak) to adjourn. All Ayes. Motion carried. Meeting adjourned at 6:31 p.m.

Respectfully submitted,

Lori Evans, Committee Secretary, Administrative Assistant to the Sheriff

DRAFT

COURTROOM UPGRADES

Attached are the following;

An email to DASCOT

Reply stating that DASCOT is no longer in the business of audio/video.

Quote from Accurate Controls for \$66,500.00

Cost to re-wire everything, all new equipment and fix software issues

Quote from SKC for \$36,343.52

Cost for all new equipment and fix software issues

Quote from Arrow AV Group for \$14,515.64

Cost for some new equipment and fix software issues

Quote from CEC for \$9,000.00

Cost to fix software issues

I am recommending that we go with the CEC quote for \$9,000. They have stated the hardware is not the issue, but it is a software problem. They already do business with Green Lake County and come recommended by Scott Weir.

There is money in the Courtroom upgrade account that can pay for some of the cost. The revenue for this year is above what was estimated by about \$12,000.

Mark Slate - Re: Green Lake County, Wisconsin

From: Gary Martin <gmartin@dascom-systems.com>
To: Mark Slate <Mark.Slate@wicourts.gov>, Chris Courtright <ccourtright@comp...>
Date: 10/23/2015 2:01 PM
Subject: Re: Green Lake County, Wisconsin
CC: Service <service@dascom-systems.com>

Mark,

Unfortunately Dascom Systems has gotten out of the AV business we are referring all service to CompView, they are located in St. Paul Minnesota please contact Chris Courtright for service you can reach him at [952-486-6543](tel:952-486-6543) Office or [612.916.1688](tel:612.916.1688) Mobile.

I've added him to this email.

Thank you,

Gary Martin
Dascom Systems Group, LLC
2415 Ventura Drive
Woodbury MN, 55125

Direct: [651-789-4492](tel:651-789-4492)
Main: [651-578-1200](tel:651-578-1200)
Mobil: [651-233-8077](tel:651-233-8077)
Fax: [651-578-2555](tel:651-578-2555)
Email: gmartin@dascom-systems.com

On Fri, Oct 23, 2015 at 1:21 PM, Mark Slate <Mark.Slate@wicourts.gov> wrote:

Hello,

A couple of years ago you put in the audio/video at the Green Lake County Courthouse in Wisconsin. Recently the projector went out and we purchased a new one, but it does not sync with the system.

In addition, we have been having a problem with the video system, polycom, where we can video out but the audio to it is not working. I was wondering if anyone could come down and take a look at the system?

Thank you.

Judge Mark T. Slate

June 23, 2015

RE: Price Quotation for the
Green Lake County Courtroom Audio System Replacement
Green Lake, WI



326 Blackburn St.
Ripon, WI 54971
920.748.6603
fax 920.748.9397

Courtroom Audio System Replacement

The following is our price quotation for the above referenced project. Our quotation is for a complete system, which encompasses all the existing system functions as discussed with Judge Slate.

Summary of Scope:

Included in our proposal is a lump sum for a completely assembled and tested courtroom sound system. In addition to all the equipment, this proposal includes the following:

- Submittal development, project coordination, engineering, owner submittal/software review meetings, panel assembly and programming.
- Installation of Category 5e cables for digital audio and wireless iPad control stations.
- Disconnection and re-connection of Audio Racks.
- System start-up, system testing, owner training and final documentation.
- Freight to the project site.

Exceptions:

This proposal excludes that the following:

- Re-using existing microphones are assumed to be in working order
- Re-using existing speakers are assumed to be in working order
- Re-using existing hearing assist system is assumed to be in working order
- Prevailing wages

Bill of Material:

General Requirements

- Submittal development
- Owner submittal/software review and demonstration meetings
- Shop & record drawings
- Maintenance & operating manuals
- One year warranty

Courtroom Audio System by Accurate Controls

- Courtroom audio equipment wired and completely tested in existing racks
- 2 – Judge's iPad controllers
- 2 – Digital Audio Amplifiers
- 2 – Wireless Access Points
- 1 – Network Switch

Proposal:

Total Lot Cost of Courtroom Audio System Replacement = \$66,500.00
5.5% State sales tax included

Warranty:

Accurate Controls, Inc. shall guarantee our hardware and engineering to be free from defects for one year. We shall replace defective material in a timely fashion after diagnosis. Accurate Controls, Inc. will not replace or warrant hardware which is damaged due to negligence, acts of god or vandalism. The specifications and authorities having jurisdiction require validation of the electronics for this facility. To facilitate testing control and equipment room construction as well as

courtroom millwork should be completed as early as possible; with equipment , control and courtrooms being clean, painted and environmentally controlled prior to installation of electronic systems. As referenced by the specifications time must be made available for our testing at the end of the project.

Summary:

Accurate Controls, Inc. is a national UL508A integrator of the preceding equipment with all of our project coordinators, technicians and engineers being factory authorized. I trust that this gives you a good indication as to what Accurate Controls, Inc. will provide to you. For more information about Accurate Controls, Inc. please visit our website at www.accuratecontrols.com. If you have any questions, comments or suggestions, please feel free to call me at 920-748-6603 ext 243.

Respectfully,

Duwayne Verch Jr.

Duwayne Verch Jr.

Custom Quote



Date of Quote: 7/6/2015
Quote #: 572-42195-57153
Revision #: 1
Customer: Green Lake County Courts
Room Name: Courtroom Audio Repairs Budget
Contact: Mark Slate
Address: 492 Hill Street
 Green Lake, WI 54941

Expiration Date: 8/5/2015
Account Executive:
Phone:
Email:
Opportunity #: 15-07-35401
Contract:

System Total: \$36,343.52

Audio Reinforcement

Qty	Part Number	Description	Unit Price	Extended Price
4	TesiraFORTÉ TI	TesiraFORTÉ DSP fixed I/O server with 12 analog inputs, 8 analog outputs, 8 channels configurable USB audio, Sona™ Acoustic Echoc Cancellation (AEC) technology (all 12 inputs), and standard telephone interface	\$2,086.84	\$8,347.36
1	Misc	On-site labor to replace audio mixers with new Biamp Forte units, troubleshoot and reconnect floor jacks, route audio to conferencing system. See Price in Labor section below.	\$0.00	\$0.00

Section Subtotal: \$8,347.36

Control

Qty	Part Number	Description	Unit Price	Extended Price
1	OPE	OPE Crestron Control system w/ touch panel	\$0.00	\$0.00
1	Misc	Labor to reprogram existing Crestron system for new audio routing and conferencing dialing. See Price in Programming Labor section below.	\$0.00	\$0.00

Section Subtotal: \$0.00

Miscellaneous Supply - Standard Components

Qty	Part Number	Description	Unit Price	Extended Price
1	Miscellaneous Supply	Miscellaneous Supply	\$473.14	\$473.14

Section Subtotal: \$473.14

Room Support

Qty	Part Number	Description	Unit Price	Extended Price
1	VU A/V PHONE SUPPORT 1YR	1 Year - 8 x 5 CST Unlimited phone support; Live Help button; tech support call priority; RMA assistance for equipment failures; onsite available at T&M rates	\$543.02	\$543.02

Section Subtotal: \$543.02

Subtotal	\$9,363.52
Labor	\$14,820.00
Programming	\$9,280.00
SKC Pro Services	\$2,880.00
System Total	\$36,343.52
Estimated Freight	\$220.51
Estimated Tax	\$2,047.59

Conditions / Exceptions

This agreement only covers equipment provided and installed by SKC. Service prices are calculated based on the total value of this equipment. Owner provided parts will not be serviced by this agreement at the same level.

Please note that SKC Support Service prices do not include manufacturer extended warranties for Polycom, Cisco/TANDBERG, or VBrick equipment. These contracts must be purchased separately. Extended manufacturer warranties must be maintained for hardware replacement & software upgrade for said manufacturers.

This agreement does not cover consumables such as lamps, batteries, etc.

Software licenses, special order items, custom products, and all services are non-returnable. Other products may be returned under certain circumstances, within 30 days of the purchase order issue date, upon SKC approval.

Payment Terms & Billing Schedule

SKC will bill in stages, and client will receive a minimum of three (3) invoices as outlined below:

- First Invoice will include the initial 30% of the Purchase Order (PO) amount. This invoice will be sent when SKC receives client PO.
- Second Invoice will include 50% of the PO amount. This invoice will be sent upon delivery of substantially all of the equipment to client's designated site (or, if applicable, upon delivery of the equipment to SKC's warehouse for staging if staging is either requested by client or client has been advised by SKC that staging is necessary). If the client extends the install date past the original install schedule date, client will receive the second invoice upon the originally scheduled install date.
- Third Invoice will include the remaining 20% of the PO amount as well as all applicable tax and freight charges and any monetary adjustments related to changes to the PO previously approved by SKC and client. This invoice will be sent upon substantial completion of the project.

SKC's payment terms are net 30 from the receipt of an invoice. Past due amounts may be subject to a late charge of 1 ½% per month.

SKC provided monthly-recurring managed services will be invoiced monthly.

Tax and Shipping

Tax, if quoted, is an estimate.

Shipping, if quoted, is an estimate. Requested Expedited Shipping Fees will be presented in a Change Order.

Applicable sales tax and shipping fees will be added to the project invoice(s). If you are tax exempt, please send exemption certificate(s) to taxexempt@skccom.com or fax to (800) 454-4752, attention Accounts Receivable.

Notes: OPE = Owner Provided Equipment. All manufacturers' warranties apply.



WE DESIGN, BUILD & MANAGE TECHNOLOGY FOR
BUSINESS COLLABORATION.

Contact the SKC Communication Experts. (800) 882-7779 contact.us@skccom.com

SKC Communication Products, LLC • 8320 Hedge Lane Terrace • Shawnee Mission, KS 66227 • 800.882.7779 • Fax 800.454.4752 • www.skccom.com

Mark Slate - Courtroom audio repairs budget

From: Phill Greenwood <phill.greenwood@skccom.com>
To: "mark.slate@wicourts.gov" <mark.slate@wicourts.gov>
Date: 7/10/2015 2:18 PM
Subject: Courtroom audio repairs budget
Attachments: 15-07-35401 Green Lake CountyCourts - Courtroom Audio Repairs Budget REV 0.pdf

Hello Mark,

Attached please find our budgetary quote for repairing the audio system in your courtroom, and reprogramming the Crestron system to accommodate new routing equipment.

After review, we have to assume these repairs and accompanying troubleshooting will be quite labor-intensive. It may be to your advantage to have this work performed on a "not to exceed" price, rather than a straight quote.

Equipment and labor pricing will be per State of Wisconsin contract.

Please review the quote and feel free to call or write any time to discuss.

Thank you,

Phill



Phill Greenwood | Account Executive
11370 Theodore Treaker Way | Milwaukee, Wisconsin 53214
Phone: (800) 882-7779 Ext. 5318 | Direct: (913) 535-5318 | Fax: (800) 454-4752
phill.greenwood@skccom.com | www.skccom.com

[Videoconferencing](#) | [A/V Integration](#) | [Voice Solutions](#) | [Headsets](#) | [Unified Communications](#)

Follow SKC:     

CONFIDENTIALITY STATEMENT AND NOTICE

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Think Green. Please consider the environment before printing this e-mail.

Project Summary

Total Installation Price:	\$14,515.64
Sales Tax:	Exempt
Grand Total:	\$14,515.64

AGREEMENT

By signing below, both the **CUSTOMER** and **AAVG** acknowledge that they have read, understood and agree to be bound by the terms and conditions of this agreement, and that the persons signing are duly authorized to do so. Facsimile and scanned signatures shall be considered the same as original signatures.

Accepted and Approved for:

Arrow Audio Inc. (d.b.a. Arrow AV Group)

Green Lake County

By: _____
 Print: Rob Geerds
 Title: Sales Representative
 Date: 11-20-2014

By: _____
 Print: _____
 Title: _____
 Date: _____
 PO #: _____

This information is proprietary and confidential. © Arrow AV Group. This proposal valid for thirty days from issue.

Presented by Rob Geerds
 Arrow AV Group
 1209 Fullview Drive
 Appleton, WI 54913
 Date Issued 11/20/2014

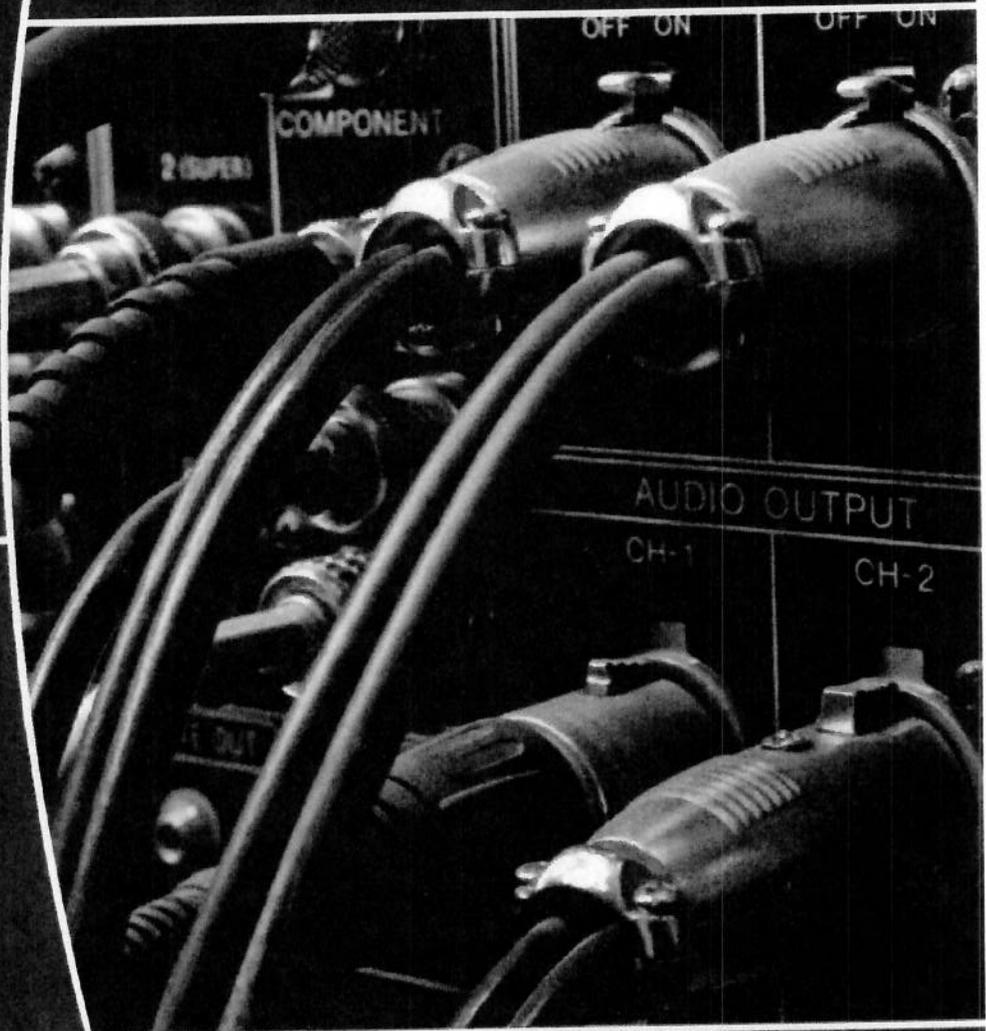
Phone: 920-731-4888 Ext. 107
 Cell: 920-851-2629
 Fax: 920-731-4640
 Email: RobG@ArrowAVGroup.com

P-0356

Initials _____

Arrow AV Group

INTEGRATED AUDIO VISUAL SOLUTIONS



Budgetary Estimate

Presented By:

Arrow AV Group
1209 Fullview Drive
Appleton, WI 54913 USA
920-731-4888
www.arrowavgroup.com

Courtroom Audio Digital Signal Processing (DSP) Upgrade

Green Lake County
PO Box 3188
Green Lake, WI 54941

November 20, 2014

Green Lake County
PO Box 3188
Green Lake, WI 54941

RE: Courtroom Audio Digital Signal Processing (DSP) Upgrade

Dear Judge Mark Slate:

The following is our recommendation and budgetary estimate for your project. Our goal is to provide the highest quality, most reliable, user-friendly and ultimately affordable presentation solution available.

As a result of our meetings and project discussions, Arrow AV Group has brought together a set of system components we feel will meet the requirements of your applications and space. Every effort has been made to simplify and standardize components. Our goal is to maximize quality, function and reliability.

The benefits of working with Arrow AV Group are perhaps more important than the individual equipment specifications contained in the following proposal. For over 30 years Arrow AV Group (previously Arrow Audio, Inc.) has been committed to quality service and the success of our customers. With a dedicated staff and virtually unlimited vendor resources, Arrow AV Group has the experience and flexibility required to provide reliable, user friendly audio-visual systems.

We look forward to working with you.

Sincerely,

Rob Geerds
Arrow AV Group



This information is proprietary and confidential. © Arrow AV Group. This proposal valid for thirty days from issue.

Presented by Rob Geerds
Arrow AV Group
1209 Fullview Drive
Appleton, WI 54913

Phone: 920-731-4888 Ext.107
Cell: 920-851-2629
Fax: 920-731-4640
Email: RobG@ArrowAVGroup.com

P-0356

Date Issued 11/20/2014

Initials _____



INTEGRATED AUDIO VISUAL SOLUTIONS

www.arrowavgroup.com

Why Choose Us?

Arrow AV Group, based in Appleton, Wisconsin, is the state's leading provider and integrator of audio-visual presentation and control technologies. Through our broad knowledgebase, substantial legacy of quality service, and strategic partnerships with leading manufacturers, Arrow AV Group practices a total-solutions approach that serves the needs of the most demanding clientele.

Our workforce specializes in design, integration and support of audio and video systems for business, government, healthcare, broadcast, educational and religious markets. Our design/build capabilities differentiate us from most other integrators in that our involvement with all phases of a project, from concept through user training, enables our clients to enjoy the benefit of working with a single organization, which ensures a project's success.

We believe that the practical experience gained from working with technology in real-world installations enhances our design skills significantly. From educational facilities to corporate boardrooms, training facilities and churches to data centers and videoconferencing facilities, our engineering and technical staff has the extensive experience required to successfully design, manage, and deploy a project. Arrow AV Group has distinguished itself in the marketplace by providing high levels of service in the areas of consultation, design, engineering, installation, training and ongoing service.

Our customers enjoy a high level of satisfaction because of our dedication to excellence and unsurpassed expertise.

Arrow AV Group provides...

- Audio and video systems design and engineering
- Acoustic room analysis
- 3D acoustic room modeling
- CAD/Documentation
- Fabrication and custom installations
- Proof of performance and system calibration
- Project management
- Bid specification authoring
- System specific training
- Service and maintenance
- Audio and video equipment rental
- And more

To fulfill the audio, video and control communication needs of...

- Houses of worship
- Video and audio teleconferencing facilities
- Distance learning venues
- Media retrieval and distribution systems
- Classrooms, lecture halls, training rooms
- Boardrooms and presentation rooms
- Theater and large venue spaces
- Streaming audio & video applications
- Interactive and multimedia solutions
- Digital signage
- And more

*Relevant client references are available upon request.

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Presented by	Rob Geerds	Phone:	920-731-4888	Ext.107	P-0356
	Arrow AV Group	Cell:	920-851-2629		
	1209 Fullview Drive	Fax:	920-731-4640		
	Appleton, WI 54913	Email:	RobG@ArrowAVGroup.com		
Date Issued	11/20/2014				Initials _____

DESIGN ENGINEERING SERVICES

Arrow AV Group design services include complete system design, detailed documentation, and custom programming of control systems. Arrow AV Group will provide additional engineering drawings as required and will consult with the owner, architect and other contractor(s) to ensure a complete and successful installation.

Design engineering services include:

- System design and configuration
- Written equipment specifications
- Digital signal processor configuration
- Bid specification authoring

Control system programming includes:

- Complete custom control panel layouts and user interface
- Custom, user-defined graphical design & programming for each touch screen or control interface
- Customized, integrated control of audio and video equipment
- Optional integration with additional building systems, including lighting and HVAC
- Room monitoring and scheduling solutions

CAD generated drawings include:

- Electrical requirements
- Back box and conduit specifications for video, audio, and control systems
- Rack elevations and equipment location and mounting details
- Complete system line diagrams showing detailed signal flow
- As-built drawings (provided upon system completion)

System checkout and commissioning include:

- Verification and labeling of all wiring and connections
- Audio & video system performance testing and documentation
- Control system testing
- Video calibration to industry standards

ACOUSTICAL CONSULTATION SERVICES

Arrow AV Group acoustical consultation services include the detailed analysis, acoustic modeling, project documentation and construction recommendations needed to create proper aural environments for owners, architects and other contractors. Arrow AV Group will be involved throughout the design-build process and will conduct post installation quantitative acoustical testing, as required, to verify that established industry standards and customer requirements have been achieved.

Arrow AV Group provides...

- Acoustical room modeling
- AutoCAD detailing of wall construction types and sound transmission class ratings
- Reverberation time guidelines
- Acoustical material and construction recommendations
- Field testing and verification
- Sound and vibration isolation analysis
- Interior and exterior noise reporting
- Site inspections

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INSTALLATION LABOR

This proposal includes installation, set-up and testing of all equipment provided by Arrow AV Group with the exception of: AC power, conduit and related enclosures, acoustical treatments, projector mounting structures and support, and air circulation systems. Installation of these exceptions is the responsibility of the owner or their contractor(s) unless specifically agreed to and listed as a subcontracted service provided by Arrow AV Group.

Installation expectations by Arrow AV Group include having access to a clean workspace with finished floors, painted walls, and all other owner/general contractor responsibilities completed. Labor is quoted on an "as normal" basis with the expectation that our crews will have complete and contiguous access to all work areas for the entire time scheduled for installation. This quote does not allow for delays in construction or imposed deadlines which require overtime. Approved overtime will be billed in addition to quoted labor charges at one and one-half times the quoted labor rates. As construction progresses, we ask that you notify Arrow AV Group of any changes in the readiness of the site caused by changes in the construction schedule.

Project Management and Coordination includes:

- Coordination with architect, project manager, contractor(s) and owner
- Construction meeting participation as required or deemed necessary by Arrow AV Group
- Site visits and site preparedness inspections
- Site supervision and coordination of Arrow AV Group installation crews

Arrow AV Group Installation:

- Delivery of specified equipment
- Prefabrication, wiring, and testing in-shop
- Projector/flat panel display mounting
- Speaker mounting
- On-site set-up and testing of all audio-visual electronic and source equipment
- Installation of custom fabricated wall and floor box connector plates
- Installation of low voltage wiring including video cable, audio cable, control cable and low voltage wall switches
- Equalization and testing of audio electronic equipment
- Calibration and testing of video electronic equipment
- Set up and testing of AV interfaces
- Set up and testing of audio-visual remote control system

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DETAILS

PROJECT OBJECTIVE:

The objective of this project is to replace failing Audio Digital Signal Processors (DSP) in Courtroom #1. Our goal is to seamlessly integrate the new DSP processors as required by system design and improve overall system quality and reliability.

FUNCTIONS AND FEATURES:

To achieve the stated project objective, the following functionality will be delivered:

- All system features to remain as currently designed
- Add an additional button to Crestron touch panel to accept VTC calls (mute the ringer of Polycom VTC codec)

IN SCOPE:

Arrow AV Group (AAVG) will provide:

- All products as listed within the 'Proposal' section of this document.
- installation and programming of all products as listed within the 'Proposal' section of this document.
- Updated system schematics (line diagrams) and wiring diagrams.
- One formal training session at the customer's site, not to exceed 2 hours in duration.

OUT OF SCOPE:

The following items are not included within the scope of AAVG:

- Any other work or product not explicitly listed as 'In Scope' above

CONSTRAINTS

- Courtroom availability

ASSUMPTIONS:

The pricing, schedule and scope of this proposal is dependent upon the following assumptions:

- Owner Furnished Equipment (OFE) meets AV system design requirements and is in "as new condition"
- If these assumptions prove to be untrue, a change order will be required to accommodate changes in schedule, pricing, components, or any of the above.

OWNER AND OTHER CONTRACTOR RESPONSIBILITIES:

The following are the responsibility of the owner or its contractor:

- Provide access to the work site during the hours of 8:00 am to 5:00 pm, Monday through Friday.
- Provide, install, and terminate any computer network, and/or telephone lines
- Ensure ALL owner-furnished equipment is available and operational one week prior to AV installation
- Ensure cable pathways are provided as need to complete project
- Provide and install all conduit and electrical boxes, including floor boxes
- Provide and install all high voltage electrical wiring
- Custom alterations made to furniture to accommodate AV installation
- Paint and patch of building structure and ceiling finishes

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WARRANTY

Arrow AV Group guarantees that all workmanship and materials, to include all equipment, wire, and connectors, excluding Owner Furnished Equipment, installed by Arrow AV Group as part of the listed audio/video system, shall carry a ONE YEAR WARRANTY from the date of customer acceptance. Except as specified below, your Arrow AV Group Warranty covers any defects in the material and workmanship of the product specified. The fitness of warranty coverage shall be at the sole discretion of Arrow AV Group. This warranty excludes incidental or consequential damages of any kind or failures due to normal wear-and-tear. Any service or modification of the audio/video system covered by this warranty, by any party other than Arrow AV Group will void this warranty. Arrow AV Group shall bear no financial responsibility for any loss of use of the aforementioned audio/video system, due to failures covered by this warranty.

Project Summary

Total Installation Price:	\$14,515.64
Sales Tax:	Exempt
Grand Total:	\$14,515.64

Lease Options	36 Month		60 Month	
	Per Month	Per Day	Per Month	Per Day
Estimated Rates* with \$1.00 Buyout at end of lease term.	\$474.52	\$21.57	\$314.55	\$14.30

*plus tax, first and last monthly payments in advance, 36 or 60 month lease, \$1.00 buyout, subject to credit review and credit approval, minimum of two years time in business under current ownership required.

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Courtroom #1

Audio Solution

- 1 Unmanaged 10/100/1000Mbps 5-Port Desktop Gigabit Switch
- 1 High-Powered, Long-Range Ceiling Mount, Dual-Band Indoor Access Point
- 2 12 analog mic/line input, 8 analog output, networked signal processor w/ 12 independent AEC algorithms & BLU link
- 1 10 analog mic/line input, 8 analog output, networked signal processor w/ 8 independent AEC algorithms, telephone hybrid & BLU link

Miscellaneous

- 1 Miscellaneous Hardware Package

Freight

- 1 Estimated Freight and Handling Charges

Courtroom #1 Total: \$14,515.64

Project Subtotal: \$14,515.64

* Price Includes Accessories

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Presented By: Arrow AV Group
1209 Fullview Drive
Appleton, WI 54913

Modified: 11/20/2014
Revision: 0

TERMS, CONDITIONS, PAYMENT, AND ACCEPTANCE

Arrow Audio Inc. (d.b.a. Arrow AV Group), hereinafter referred to as AAVG, WE, US or OUR and:

Green Lake County
PO Box 3188
Green Lake, WI 54941

Hereinafter referred to as the **CUSTOMER, YOU** or **YOUR** agree as follows:

- Equipment:** AAVG hereby agrees to sell the equipment, including all parts and labor herein after called "the equipment" as listed in this proposal. AAVG may substitute comparable equipment with **CUSTOMER's** consent. Deliveries may be made in installments.
- Installation and Location:** AAVG will install the equipment at:

Green Lake County
PO Box 3188
Green Lake, WI 54941

Point of Contact: Judge Mark Slate

in accordance with the scope of this proposal as accepted by the **CUSTOMER**.
- Payment/Ordering:** Due to the customized nature of **your** purchase, invoices will be generated as **your** system design and installation begins. Upon order of equipment for **your** project, invoices will be generated immediately. Progress billing for installation labor will be periodically invoiced. *AAVG has proposed this project based on a cash or check payment, credit card payment will incur a 4% convenience fee. Terms on invoices are 15 Days net. Finance charges of 1.5% per month will be imposed and collected on unpaid balances 31 days and older.* AAVG may deem this contract in default and immediately terminate it if the payment is delinquent in excess of thirty (30) days. If **CUSTOMER** is in default on payment of invoice(s) and fails to cure such default within ten (10) days after receiving written notification of such default, the **CUSTOMER** agrees to pay a reasonable Attorney's Fee in the event the amount in default is placed in the hands of an Attorney for collection.
- Service/Maintenance:** The system will be covered for one year after completion under AAVG's warranty as outlined within this document. After the first years' included coverage, **CUSTOMER** has the option of extended warranty programs at the end of one year or can choose to pay for service calls at AAVG's prevailing rates. AAVG does not warrant that the operation of **CUSTOMER** equipment shall be uninterrupted.
- Liability:** AAVG will exercise all reasonable efforts in furnishing the services and equipment provided herein, but shall not be liable for delays or failure due to force majeure, Government, labor difficulties, failure of transportation, or other causes beyond the control of AAVG. It is recognized that **CUSTOMER** equipment contains memory or other devices which have accumulated substantial data. In no event shall AAVG be liable to the **CUSTOMER** if any such data is lost or rendered inaccurate, regardless of the cause of any such loss or inaccuracy. **IN NO EVENT SHALL AAVG BE LIABLE FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES WHETHER IN CONTRACT, TORT OR NEGLIGENCE.**
- Changes:** Any changes to the products or performance requirements detailed in this proposal, whether initiated by AAVG or **CUSTOMER**, must be approved by both parties through a written change order detailing the changes and associated cost increases or savings for **your** system.
- Termination:** Written notice of termination for cause shall be provided to the other party and termination shall be effective ten (10) days after receipt of said notice. In the event of termination by the **CUSTOMER**, **CUSTOMER** agrees to pay AAVG for all non-recoverable equipment costs as well as associated installation charges.
- Delivery and Installation:** AAVG installation crews are scheduled many weeks in advance. We require an 8 to 16 week period to
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Arrow AV Group
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Appleton, WI 54913

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acquire the many custom components, complete final engineering and to permit prefabrication, programming and testing of components. Any deviation from this schedule requires specific discussion and mutual acceptance of an alternative time frame. Once your contract and any applicable down payment are received, all submittals requiring CUSTOMER approval will be generated and submitted. Once CUSTOMER approves all submittals and documents the project will be scheduled for installation.

9. **Product Availability:** AAVG reserves the right to replace any items listed within this proposal with a like model from the same manufacturer. Due to the fact that model numbers and product lifecycles fluctuate within our industry, a new or altered model name may require these changes.
10. **Designs and Parts List:** AAVG is happy to provide you with all of our design documentation should you choose not to use AAVG for the sales and installation of your systems. A design fee of 7.5% of the total proposal price is required and upon receipt, AAVG will produce all design documentation including parts lists, line-item pricing and schematic drawings.
11. **Training:** Training on the operation of your system will be provided to all interested users within your organization. A training session will be scheduled upon the completion of system installation. Every effort will be made to ensure your staff is comfortable with system connections and operation. Please note that training will occur only after final acceptance of your system, and will coincide with the delivery of your custom instruction manuals and as-built drawing set. Training Session will be scheduled for a 2-hour block unless otherwise specified within AAVG documentation.
12. **Owner/Contractor responsibilities:** Refer to attached SCOPE OF WORK for additional CUSTOMER responsibilities.
13. **Warranty:** All systems designed and installed by AAVG include our exceptional on-site warranty, which ensures the reliability and performance of your new system investment. On-site service is provided at no cost for one full year from the date of CUSTOMER acceptance. This warranty covers all new installed electronic equipment and workmanship, to include all equipment, wire and connectors installed by AAVG as part of the listed audio/video system, provided by our staff. Any changes made to the system by any party other than AAVG or one of its approved contractor's during the warranty period will void the warranty. Except as specified below, your AAVG warranty covers any defects in the material and workmanship of the product specified by job number noted within this agreement. The fitness of warranty coverage shall be at the sole discretion of AAVG. This warranty excludes incidental or consequential damages of any kind, failures due to normal wear-and-tear or force majeure. AAVG shall bear no financial responsibility for any loss of use of the aforementioned audio/video system due to failures covered or not covered by this warranty.
14. **Preventive Maintenance:** This agreement includes all parts and labor required for two preventive maintenance service calls within the warranty period. This includes cleaning and alignment of system components, as well as testing and adjustment of the system.
15. **Troubleshooting:** Phone assistance is available during normal business hours, Monday through Friday, 8 a.m. to 4:30 p.m.
16. **On-Site Service:** On-site warranty service as required during this agreement period will be furnished at no cost to the CUSTOMER during normal business hours.
17. **Repair Coverage:** Parts and labor for repair of equipment and wiring permanently installed by AAVG are included under this agreement. Discontinued parts and equipment may be terminated from the agreement.
18. **Loaner Equipment:** In the event of equipment failure, loaner equipment will be provided subject to availability.
19. **Response Time:** Response to service requests shall be within one business day.
20. **Exceptions this agreement does not cover:**
 - Repairs to, or replacement of, Owner Furnished Equipment (OFE) or labor related to remedy issues with said OFE.
 - Repairs or service required as a result of misuse, abuse, unauthorized modification, or force majeure
 - Consumable accessories including lamps, batteries, external cables, etc.
 - Changes to accepted programming
 - Image "burn in" on display devices
 - Videoconferencing equipment (service plans are available specific to videoconferencing equipment.)

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Appleton, WI 54913

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Cell: 920-851-2629
Fax: 920-731-4640
Email: RobG@ArrowAVGroup.com

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Green Lake Justice Center - AV System

P.O. BOX 3188
GREEN LAKE, WI 54941

Green Lake Justice Center - Court Room AV System Recommendation

OPP-625546
QUO-49988-Y3V0
11/13/2015 12:00:00 AM

Submitted To:

Mark Slate
P.O. BOX 3188
GREEN LAKE, WI 54941

Prepared by:

Dave Spielbauer, Sales
2200 American Blvd.
De Pere, WI 54115
(920) 434-9082 phone
920-434-9446 fax
dspielbauer@cecinfo.com
www.cecinfo.com

Project Overview

Recommended Plan of Action for The Two Courtroom AV Systems.

Overview:

The existing courtroom AV systems were installed by a third party contractor when the facility was initially built. Due to several requests by end-user at the time of final installation, the configuration and operation of the system(s) are different than originally designed. As a result, as-installed documentation does not accurately reflect the actual system(s). Additionally, there are several issues with overall performance. Recently, the County has solicited bids from several other AV System Integrators to resolve system performance - and the three proposals vary significantly in cost. Finally, Green Lake County would like a budget and design for new courtroom camera systems that are digital and not analog.

Customer Request:

Green Lake would like the system configured to be as close to the original design as possible, correct deficiencies in performance and obtain a budget for a digital camera system. Ultimately, a competitive bid will have to be issued for the camera system.

CEC Recommendation:

Purchase a 'Discounted' Block of Labor. The block of labor will be used to provide the following deliverables:

- CEC will document the existing system and provide to Green Lake County, a one-line riser diagram.
- Provide a copy of any / all AV program code.
- Diagnose and resolve existing audio performance issues with the audio DSP console (we believe it is in good working order and only requires programming changes).
- Prepare a recommended design and specification for the new digital camera system. This document will be suitable to use as an RFP, allowing the County to obtain accurate competitive bids.

**** Note: CEC will require un-interrupted time in the courtroom(s) to complete this scope of work.**

Equipment and Materials List

Qty	Mfg-Part #	Description
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CEC is pleased to propose the following:

Block Labor Services:

- * Two 5K Discounted Blocks of Labor - Valued at \$10,000.00
- * To Be Used For Deliverables as Documented in The Overview
- * All Labor and Travel Time Will Be Documented and Logged Against This Contract

