1. Call to Order

1. Roll Call – Barry Logan (ch), Donald Tolan, Emily Barker, Justin Faulk, Blake Parsons

2. Approval of Minutes
   a. Approval of June 8, 2020 minutes

3. Public Input

4. Approval of Claims

5. Coroner

6. Sheriff
   a. Annex 4 update
   b. Tower Update
   c. Audio/Video Bids.
   d. PSB flooring replacement project
   e. Maintenance projects
   f. CH roofing update.

7. Animal Control

8. Health Department
   a. Update on Covid-19

9. New Business

10. Unfinished Business

11. Other

12. Executive Session – Roll Call Vote

13. Any action coming out of Executive Session

14. Adjournment
1. **Call to Order**

2. **Roll Call** – Barry Logan (ch), Emily Barker, Justin Faulk present. Blake Parsons and Donald Tolan excused.

3. **Approval of Minutes**
   Motion to approve May 11, 2020 minutes made by Barker, seconded by Faulk. *Motion passed.*

4. **Public Input**
   None

5. **Approval of Claims**
   Motion to approve June claims made by Faulk, seconded by Barker. *Motion passed.*

6. **Coroner**

7. **Sheriff**
   
   a. **Annex 4 Update**
      
      The new furnace is in. The construction company has completed the demo and will have the dry wall in place by the end of the week. The electrician is to be in on Wednesday to complete the wiring. Things are moving forward.

      i. **Final approval of desks, trim and desk colors, walls and carpet colors, and audio/video installation options**
         
         The desk options are 4 to 7 weeks out once ordered. The committee discussed if laminate or wood tops were preferred. It was noted that the table we currently have are old, but you can see where people have pressed into the wood when writing, and the surface is no longer smooth. It was decided that laminate tops would be the most durable. The original cost from what we had anticipated has gone up. It was questioned why. The increase in price is due to the fact that we changed from having desks that were movable to have a more permanent desk to keep with a more professional look. The original quote also did not include installation. Since the tables are 24 x 66 it was felt that there needed to be an additional stabilizer in the middle of the 66 inches so it didn’t sag. There were also decorative wood panels added to the desks. The top would also be continuous for a more custom look instead of broken into individual parts. There was a discussion and explanation on furniture grade plywood. There would be no plywood on the front of the panels. It was felt that we would be receiving a better product for the increase in price, and are still within budgeted amount.

      It was questioned if we needed to put out a new RFP for wood desks. Discussion was that this was not what we expected, but once we saw what was proposed, it is what we want. We put out a bid for desks, and this was what was submitted along with the other proposals. We have three choices – rebid, accept this one, or go back to roll away desks. It was decided that this is the look they had envisioned, so they will proceed with this.

      Discussion on having a front splash for AV wiring. The front splash would take away from the width of the desk, so less room. Holes will be in place for cords for AV, but the tech people will have to run the wiring for AV. Discussion on the urgency of picking colors, ordering desks, etc. In order to get the board room moved so that the current
board room can be reconfigured for probation, within this budgeted year, we need to move forward as quick as possible. It was mentioned that rebidding would put Mr. Huber at a disadvantage in that his work and prices are out there. Anyone else bidding would under bid him.

It was decided that the panels would be wood grained with a laminate top. After looking at several stains and laminate choices, a dark stain with black laminate was chosen. The edging would be a round crescent laminate edge with a 1 inch overhang. The panels would have a decorative chamfered edge. This design would continue throughout the front panels and end panels. The rectangle panels will be wider than tall. It will be a flat decorative panel with base molding starting on the ends. The width of rails and style were discussed. Mr. Huber will bring in drawings so the committee can decided on what looks best.

The lectern will match the desks, with a wood top instead of laminate. There will be a stationary bottom shelf 8 inches up from the bottom. There will also be an adjustable shelf above that.

Discussion on the audio visual equipment. Heart Technology referred us to a professional who handles this type of equipment. He gave a price of $34,000. This would include microphones in the ceiling, one at the lectern, and one portable microphone. We would need to have someone control the sound to turn up or down when needed. This price also would include three monitors. It was suggested that we need to have someone write scope of what we need and then put out an RFP. Question as to how to find person to write scope? This price has more equipment and is not far from what Ms. Kupfer received last year. The committee will look at what she received and compare to this quote. This will be discussed next month.

Chairman Logan has reached out to Mr. Cummings and Chuck Nagel to see if the audio visual equipment can be covered under the RLP grant. The audio could fall under ADA, however, the grant doesn’t allow us to be reimbursed. We would have to receive the grant money then purchase the equipment. Mr. Cummings is working on this process and will have an answer at a later date.

b. Annex 1 Update

The time frame for annex 4 dictates this building. Sheriff Smith will go ahead and get bids for flooring, desks, and cubicles so when we are ready to move we have it all in place and to keep it in this year’s budget.

c. Courthouse Roof Project Update

Kreiling has been here working on the roof. The tearing off of the old roof has taken longer than expected because there are so many layers of tar paper.
d. State Mandate Voting Procedure Change

Initially it was thought that 15 days prior to the election the Courthouse would have to be open till 8PM at night and on weekends for the public to vote, which would require additional staffing. It was determined that since we have a population under 100,000 in the county we do not have to abide by those hours. However, we will offer voting on two Saturdays till noon and three evening till 7PM. This will only be a few hours for extra personnel.

e. Corrections Division Retirements/Replacements

There will 4 or 5 jail personnel that will be retiring at the end of this year, beginning of next year. There are part-time employees that will be stepping into those positions. However, those part time employees will need to go through the academy training. The Sheriff will have to send them through the academy at the same time the retirees are still working, so there will be an additional cost there. They will have to complete the training before the retirees retire.

f. Courthouse Judicial Opening

Per the Chief Justice the Courthouse opened for court on June 1st with restrictions. Masks must be worn in the courtroom. It has been busy trying to get through all the cases that were not heard during shutdown.

g. Projects FY 2020

Most of the projects for FY 2020 have been either started or completed. Annex 4, Annex 1, Courthouse roof top repairs, mortar joint repairs, water source heat pump are all underway or completed. A few other project will be starting such as replacing the carpet in the Public Safety Building, 2 retaining walls by the Sally Port will need to be removed, and tiling put in to fix the water drainage. These have been budgeted for and will be completed before end of year.

The patrol contracts we have automatically renew in May. There has been a reduction in hours in the Minonk contract, down 730 hours, but this brings them in line with the other patrol contracts. Germantown Hills has an increase of 340 hours in their contract. With the hour changes there will be an adjustment in revenue. And the tower in Metamora is now owned by the County for a purchase price of $10.00. The tower, along with the shed with the radio equipment and generator will be added to the insurance.

8. Animal Control
9. Probation
   a. Discussion and action on computer work station purchases

   Probation currently has 6 work stations that are still on windows 7 and need to be
   upgraded. Two quotes have been received and are close in price. Heart can order the
   computer but will not install them because Probation is part of the judicial system and
   are excluded from the Heart contract. Viscon will need to install, therefor it was felt
   that the Viscon quote was the most advantageous. These will be paid for out of the IT
   equipment line item. Motion to accept the Viscon bid for 6 work stations at
   $5,317.26 made by Faulk, seconded by Barks. *Motion passed.*

10. Health Department

   Woodford County has 23 total cases. There are currently 2 in home isolation, 1 in the
   hospital and 2 have died. They have applied for a grant which will help offset the
   costs and help with contact tracing should they receive the grant. It was asked how
   the county was doing compared to other counties. We have a low rate of positives,
   but you also have to look at the health care side versus the hospital side, and again we
   are low. There is possibility of a resurgence with the summer, but they do not k
   now how that will play out. They have the ability to track the testing numbers by zip code,
   but coming into contact with people from other counties can askew those numbers.
   They will keep monitoring but continue to encourage social distancing.

11. New Business
   b. Discussion on SB 1863

   This was discussed on the Sheriff’s topics.

12. Unfinished Business
13. Other
14. Executive Session – Roll Call Vote
15. Any action coming out of Executive Session
16. Adjournment

   Motion to adjourn made by Barker, seconded by Faulk. *Motion passed.*

   Meeting adjourned at 6:45 PM.

   Submitted by: Deb Breyman

   Barry Logan, Chairman
   Public Safety Committee
Woodford County Council Chambers AV System

Hello, and thank you for letting us assist with your new council chamber audio visual systems. I have produced an initial design for your consideration and review. The design is based upon typical industry standards, my discussions with your team members to date, and the many similar successful systems we have deployed regionally and nationally.

Following, let me explain the functionality and scope I have proposed.

Displays

The AV system will consist of (2) commercial grade Samsung displays mounted for viewing by the board members and the attending audience members. Displays should not be mistaken as televisions...these displays are much brighter than home consumer sets, since the board-room lighting will be on and there is some ambient outside light. You will require the displays to be bright enough to be seen clearly in this situation. Commercial displays also have the ability to be “controlled” without remotes and their settings are locked in place to prevent tampering or accidental setting changes. This allows the meetings to run smoothly without “technical difficulties”

I have the last revision at 55” displays, which will support medium size text, much smaller content such as maps and pie charts will require a larger (i.e. more expensive) display be utilised. The displays have a 5 year curb side replacement warranty.

Control System

The control system does just as its name implies...it controls everything. The audio and video system would have one centralised method to select a computer to show on the screens, provide a volume control for your media and microphone, mute the audience member microphone and take control of a meeting should you require, schedule automated on/and off functions, and more. The concept is that the end user doesn’t have to learn to be an audio visual technician to hold a meeting...simple on the surface, complex under the hood...the tabletop unit would
live in one spot on the desk and the secretary or person running the meeting could have the ability to operate. Here’s an example of what you would see, knowing it is a touch screen and operates much like an iPad style device.

On the tables-

Each return of the horseshoe desk being built would receive a cable cubby. These cubbies would contain a power outlet for your devices to be plugged in (phone charger, laptop, etc) and a connection for a single laptop. The table itself as currently laid out would support (3) three laptops, and the control panel would switch between them at will. We have allowed for one additional laptop/ device input at the podium for a presenter, bringing the laptop inputs to a grand total of four (4) devices useable at once. The podium will be a simple desktop grommet.
This is all the system components you will see, everything is in an equipment rack which is tamperproof and lockable.

**Audio System-**

The audio system will consist of quality drop ceiling recessed speakers distributed throughout. There are two “zones”, one for the council members, and one for the audience...this will allow you to hear question and answers from the audience, hear the media everywhere equally, and let the audience members hear the council members clearly without feedback or technical challenges. It all happens automatically, under the hood, and seamlessly.

The council members will have (2) ceiling mounted microphones which will “follow” your speech. Currently, you have tabletop microphones, two persons to each microphone, and you have to remember proper microphone etiquette (don’t put your laptop in front of the mic, speaker directly in, don’t get too far away, etc). Bottom line, it doesn’t work well...and it's hard to hear some people on the recordings...this solves all of that...

The ceiling microphones will automatically turn on and off, find the person speaking, and then turn up or down as needed- without human intervention. Don’t worry about the tech, just have your meeting...

I have one wireless microphone here, originally I had two but over budgets I struck one...this will live at the podium on a goose-neck stand, or can be easily passed around to audience members as needed. The antenna for the wireless will ensure trouble free performance...

Recording will be possible via your legacy pocket recorder- we will provide you an audio connection in one of the cable cubbies- plug it in and go...if you want to add a professional recorder to the system and automate that via the control system, we can do that at a later date easily.
There are also peripherals like a real UPS surge unit, now the power company can’t destroy your equipment investment. Ceiling microphones pictured above (size of a smoke detector, there are 8 mic elements in each unit).

**Expandability**

You will have the ability to add some additional microphones in the future. You can add telephone conferencing, or even video conferencing...right now, it is expressly not part of this scope and not included. But you can without starting over.

**Scope**

We provide, install it, train you how to use it, and support it after the fact. For a very nominal charge we will come out once a quarter and make sure everything is running properly. We provide technical phone support as many times as you might need it for no charge. We warranty our craftsmanship for life. We support the multi year manufacturer’s warranty, no charge for the first year.

**Conclusion**

The system is a basic professional conference room application, more of what I might consider professionally functional yet not “executive” level. If budgets do not allow, please feel free to discuss with me...I approach these types of installations from a “it needs to work properly” approach..if we need to talk additional value engineering, I recommend sacrificing some functionality before lowering baseline quality. AV equipment is definitely one place where “you get what you paid for” is an accurate statement.

Best

Trent Keeling

_Senior AV Design Engineer, CTS-D_
PROPOSAL

Woodford County
New Boardroom AV System

DATE
Thursday, 25 June 2020

PREPARED BY
Lance Piper
Design Consultant
Overview and Goals

At Conference Technologies, Inc., we ensure our technology, processes, and people are the most knowledgeable and efficient resource to serve you as your solutions partner.

Barry,

Enclosed is a project proposal for your review and consideration that outlines scope, timelines, deliverables, and our support plan to care for your investment. After review I will contact you to discuss any questions you or your team may have about this solution. Our team is excited about the opportunity to provide you with a fantastic experience and making your project a success.

Sincerely,

Lance Piper
Design Consultant
Conference Technologies, Inc.
309-240-6445
lpiper@conferencetech.com
Scope of Work

Proposal Number: J20050036
Proposal Date: 6/25/2020

Prepared for: Woodford County
Attn: Barry Logan
Phone: (309) 367-2697
Email: blogan@woodford-county.org

Prepared by: Lance Piper
Phone: 309-240-6445
Email: lpiper@conferencetech.com

Bill to: Woodford County

Ship to: Woodford County

Detailed Scope of Work to follow.
## Timeframe

To complete the work outlined in the project scope, we will need approximately 4 weeks from proposal acceptance. A project manager will be assigned to communicate with you at critical milestones. Upon notice to proceed, we will begin your project plan immediately.

<table>
<thead>
<tr>
<th>Phase</th>
<th>Week</th>
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<tr>
<td>Notice to Proceed &amp; Project Kickoff</td>
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<tr>
<td>Engineering</td>
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<td>Procurement</td>
<td>2</td>
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<tr>
<td>Programming &amp; Rack Fabrication</td>
<td>3</td>
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<tr>
<td>Onsite Installation</td>
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<tr>
<td>Commissioning &amp; Training</td>
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</table>
Below is the cost of this solution based on the outlined scope of work. If you have questions about the complete solution, please let us know how we can help align this investment with additional needs or changes in scope.

Proposal Summary

<table>
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<th>Description</th>
<th>Price</th>
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<td>Equipment</td>
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Recommended Option

<table>
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<td>2 Additional Years CTI Complete Service Agreement</td>
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Down Payment Requirements

Terms are with approved credit. For orders that exceed ten thousand dollars; 60% to initiate order, 40% NET 30, or progress billing based on purchase agreement at time of order. Payments made by credit card are subject to a 2.5% fee.
Why Us?

Our CTI Complete service is there for you 24/7 through our dedicated CTI Care customer experience team. Through on-site technical service, recommended programming upgrades, and quarterly reliability checks, your system is covered for the unexpected, as well as planned maintenance. Your teams will be trained to operate equipment with confidence. When critical meetings arise, we help ensure system performance with proactive system testing and an on-site checklist, so your systems will be ready when it matters most. Our managed services staff does more than diagnose and repair failures, they help plan for system life cycles.
# Bill of Materials

## New Boardroom AV System

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>P/N</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Ext. Price</th>
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Standard Disclaimer

Conference Technologies, Inc. provides for twelve (12) months of CTI Complete on all system purchases. Conference Technologies, Inc. warrants the system implemented is free from defects in material and workmanship, in accordance with the contract, drawings, specifications, alterations and additions thereto, for a period of twelve (12) months from the date of commencement of use, substantial completion, or date of notice of completion, whichever occurs first. This coverage does not protect against consumables, severe weather, and acts of God.

Terms

Installation Description and Requirements
Provided by Conference Technologies, Inc.: If installation is purchased, Conference Technologies, Inc. will install all A/V components. Conference Technologies, Inc. will also perform all programming, alignments, and end-user training. Conference Technologies, Inc. will provide A/V project management, and provide drawings as required. This install price assumes a Monday through Friday 8:00am to 5:00pm install time. Room availability must be in consecutive 8-hour blocks. Any required changes or rushes may affect the final price.

Provided by Others
Electrical requirements are to be provided by others unless specifically included in Conference Technologies, Inc. Scope of Work.

Statement
This system proposal is the property of Conference Technologies, Inc. and is delivered with the sole intent of being viewed by management of Woodford County for evaluation purposes only. This proposal or any part of this proposal is not to be presented to, or viewed by any other party, vendor or Conference Technologies, Inc. competitor without the written consent of Conference Technologies, Inc. Any effort to do so will be considered a violation of copyright law.
Next Steps

1. Upon Notice to Proceed, Conference Technologies, Inc. will begin executing the project plan with an internal handoff of the project to our operations team.

2. If you have questions about the process as we move forward, please contact me at lpiper@conferencetech.com or 309-240-6445.

3. You will be contacted by a Conference Technologies, Inc. Project Manager to schedule a project kickoff meeting to review the project scope and schedule.

__________________________  __________________________
Customer Signature         CTI Signature

__________________________  __________________________
Printed Name                Printed Name

__________________________  __________________________
Title                      Title

__________________________  __________________________
Date                       Date
Your Audiovisual Solutions Partner

Client: Woodford County Board
Project: Woodford County Board Room v2
Proposal Number: IAS T-0013

The solutions within this proposal have been specifically designed to meet your needs. Should you have any questions, concerns, or to make changes to this proposal please reach out to me at any time. I am confident you will be highly satisfied with your decision to collaborate with IAS Technology. I look forward to working with you on this project and on many more in the future.

Zach Towery, CTS
Email: zach@iastechnology.net
Phone: 800-500-8005
Executive Summary

IAS labor and equipment are proposed to provide a functioning Audiovisual system for the new Woodford County Board Room.

The system will include but is not limited to a Televic D-Cerno, ten-unit microphone system, three 70” displays, two HDMI input locations, a single USB interface location for use with a soft codec such as Zoom, Teams, Blue Jeans, Meet-to-Go etc., a single camera will capture the board members, a 7” touch panel will control the entire system (power, mic mute/volume, VoIP dialing, camera presets and control, etc.), 10 ceiling speakers will supply far site audio and local audio playback for the entire space.
Functional Narrative & Performance Specifications

IAS labor and equipment are proposed to provide a functioning Audiovisual system for the new Woodford County Board Room.

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The Televic D-Cerno, ten-unit microphone system is the standard for small to large government councils and boards. It allows for simple on/off or mute control of the microphone. It also includes a small speaker to allow those around the table to clearly hear other board members, the far end of a conference call, and presenters. D-Cerno D SL gives participants clear and crisp digital sound in a sleek and compact form factor. Tactile buttons and braille indicators ensure users have maximum comfort and a led bar shows the microphone status (red: speaking, green: request). Shielded microphones prevent mobile phone interference. With headphone connections and a convenient volume control, participants get full control. Cable connections are concealed for a neat look. There will be one microphone station for every two participants on the dais and one for the lectern.

IAS will install three 4K, 70", commercial grade displays in the room (one behind the dais, and one on each of the adjacent walls to the first display). Each display will have a 3-year manufacturer’s warranty and can be serviced by IAS within the first year (select one of the Service License Agreements below to have IAS supply service beyond the first year which is included).

Each display will show the same image as what is plugged into one of the two HDMI locations (Source selection will be based on last connected). There will be two HDMI locations in total, one at the dais and one at the podium. When a source (laptop, cellphone, tablet, DVD Player, etc.) is connected to one of the HDMI connections, the displays will automatically display that source. Audio playback from the HDMI source will come from the 10 ceiling speakers in the room.

Near the dais HDMI input location will be a USB connection for use with any soft codec (Zoom, Go-to-Meeting, Blue Jeans, Teams, etc.). The WCB supplied computer that is hosted the video conference call will connect to the system through this USB. The computer will treat this USB connection as any standard USB webcam/speakerphone combo, however the rooms audiovisual system (microphones, HDMI audio, pan/tilt/zoom camera etc) will become the USB webcam/speakerphone for the video conference call.

A professional grade, 1080p, 12X optical zoom, Pan/Tilt/Zoom, camera will be mounted on the wall behind the attendee seating area and aim at the board members. The camera will capture high quality video and convert it into an IP stream which will show up as a “webcam” on any computer connected to the IAS supplied USB connection. Preset buttons on the 7” touch panel will allow the Board Members to quickly and easily change what/who the camera is aiming at. If no presets are selected the camera will remain in a “home” position providing a wide shot of the everyone on the board.

An IAS supplied control system will be professional programed to control all aspects of the proposed audiovisual system. The 7” touch panel that will be located on the dais will be where the end user interacts with the entire system. A custom designed user interface will be both efficient...
and intuitive and should be able to be learned in minutes. This is where the user will control things such as the system power, microphone muting/unmuting, camera position, VoIP dialing, volumes, and microphone gain. IAS will work one on one with the WCB to ensure the touch panel design makes sense and meets their requirements.

Ten 6.5" professional grade ceiling speakers will be supplied and installed by IAS in the drop ceiling tiles throughout the space. There will be two speaker zones and will allow for volume ducting if a microphone is nearby on one of the zones and boosted in the other zone which will prevent feedback (mic squeal) while allowing the furthest seated attendees still be able to hear the presenter.
### Major System Components

**Audiovisual System**

1. **Crestron Electronics HD-DA4-4KZ-E**
   - 1:4 HDMI Distribution Amplifier w/4K60 4:4:4 & HDR Support

2. **Crestron Electronics HD-MD-200-C-1G-E-B**
   - DM Lite HD Scaling Auto-Switcher & HDMI over CATx Extender
   - 200 w/Wall Plate Transmitter, Black

3. **Crestron Electronics HD-RX-101-C-E**
   - DM Lite HDMI over CATx Receiver, Surface Mount

4. **Crestron Electronics HD-TX-101-C-E**
   - DM Lite HDMI over CATx Transmitter, Surface Mount

5. **Crestron Electronics HD-TX-101-C-1G-E-B-T**
   - DM Lite HDMI over CATx Transmitter, Wall Plate, Black Textured

6. **IAS Technology Miscellaneous Cable, Connectors, Mounting, IAS Miscellaneous Parts, Cables, Connectors**

7. **Liberty AV Solutions PC6B005BK**
   - 5’ LAN solution Category 6 U/UTP pre-made patch cable

8. **Liberty Wire and Cable 16-2C-P-BLK**
   - Black Commercial grade general purpose 16 AWG 2 conductor plenum cable

9. **Liberty Wire and Cable 22-2C-PSH-BLK**
   - Black Audio and control 22 AWG 1 pair shielded plenum

10. **Liberty Wire and Cable 24-4P-P-L6-EN-BLU**
   - Blue Category 6 U/UTP EN series 23 AWG 4 pair unshielded cable

11. **Liberty Wire and Cable HDPMM03F**
    - 3’ Premium High Speed HDMI Cables with Ethernet - 18 Gig 4K@60Hz

12. **Liberty Wire and Cable HDPMM06F**
    - 6’ Premium High Speed HDMI Cables with Ethernet - 18 Gig 4K@60Hz

13. **LUXUL XMS-1010P**
    - 10-Port/8 PoE+ Gigabit Managed Switch

14. **QSC AC-C6T**
    - 6” Two-way ceiling speaker, 70/100V transformer with 8 Ohm bypass, 110 degree conical coverage, include C-ring and rail for blind mount installation
1. **QSC SPA4-100-NA**  
   Two-Channel Power Amplifier

3. **Sharp 4T-B70CJ1U**  
   70" 4K 3840x2160 LCD with tuner, 2 HDMI, RS232, USB, media player 16/7

1. **Televic D-Cerno D SL - Custom Microphone System**  
   Flushmount Delegate Interpretation Unit

Audiovisual System Equipment Total: $17,035.35

Option #1 - 3.5mm Audio - Press Feed

1. **IAS Technology Miscellaneous Cable, Connectors, Mounting,**  
   IAS Miscellaneous Parts, Cables, Connectors

   **Option #1 - 3.5mm Audio - Press Feed Equipment Total:** $312.63

Option #2 - Additional USB and HDIM Connection Locations

1. **Crestron Electronics HD-MD4X1-4K-E**  
   4x1 4K HDMI Switcher

1. **IAS Technology Miscellaneous Cable, Connectors, Mounting,**  
   IAS Miscellaneous Parts, Cables, Connectors

2. **Liberty Wire and Cable E2-HDSEM-M-08**  
   25' Commercial Grade High Retention High Speed HDMI with Ethernet cable

2. **Liberty Wire and Cable E-USB3AB-10**  
   10' USB 3.0 A male to B male

2. **QSC I/O-USB Bridge**  
   AV-to-USB bridge

   **Option #2 - Additional USB and HDIM Connection Locations Equipment Total:** $3,625.20
**Project Schedule & Timeline**
IAS estimates approximately 2-3 weeks for acquisition of equipment. The onsite time also includes full system commissioning, tuning, and training. From the time of the purchase order issue to completion IAS estimates approximately 3-4 weeks. Based on product and space availability this could increase or decrease by several days.

**Warranty Information**
IAS Technology shall warranty all our installed systems including all new parts and labor for a period of one year from the date of substantial completion or acceptance of commissioning documentation. This warranty specifically excludes all owner furnished or third-party equipment, existing field equipment or wiring. This shall also exclude coverage from damage due to neglect, abuse, misuse, negligence, or acts of God. IAS Technology will honor all manufacturers warranties that exceed the standard one year outlined above.

All warranty and service work shall be provided by certified technicians during normal business hours Monday through Friday 8am to 5pm. Warranty work performed outside of these times or as after hour emergency calls is not covered and may be billable. To schedule warranty, service, or maintenance work call IAS Technology at 800-500-8005 or visit www.iastechnology.net. Extended warranties for both equipment and labor are available including yearly performance and maintenance plans. Silver SLA maintenance is included in the first year as described in section H. A discount for additional years as well as upgrades to other plans (Gold/Platinum) are available. These plans vary by solution. For pricing contact your account representative and see an example of outlined plans in SLA Service & Maintenance section of this proposal.

**Training**
Training for your audiovisual solution shall be provided by IAS Technology team members that are familiar with the performance, function, and design specifications of your system. Although great care is taken in the design stage to ensure an exceptional user experience that is intuitive and simple to operate, we will work one on one with the lead facility personnel to ensure they understand how to operate the systems provided. These facility personnel will have the confidence to train others and operate the system for years to come.

System documentation including schematics, manuals, specifications, source code and functional user guides shall be provided at the time of training. Implementing a new system can positively impact a business, providing a foundation for development and improvement. Training has a key role to play in delivering successful implementations, as the way people are introduced to any new system and how they learn to use it is vital. Delivering training that engages people, motivates them to embrace change and encourages improvement is the key.
Solution Cost, Terms, & Assumptions

**Project Budget:**

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<td>Your Equipment Cost:</td>
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<td>Engineering, Staging, Progamming, &amp; Installation</td>
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<td>Your Equipment Cost:</td>
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**SLA and Maintenance Upgrade**

**Tier 1 Silver SLA - 1 Year**

$0.00

Includes Remote Phone Support, hardware replacement labor (included 1st Year – See Supplementary Service Agreement Upon Order)

**Terms**
- 75% due with purchase order and acceptance of this proposal.
- 20% due Net 10 as progress payments throughout the job or upon start of the project installation or staging.
- 5% due Net 10 upon substantial completion or system commissioning sign off.
- Quoted prices are good for a period of forty-five (45) days from the date of this proposal.
- A tax-exempt certificate must be provided with purchase order. Non-Exempt clients will be charged additional sales tax at current rate.
- Standard shipping and freight charges are included. Expedited shipping or custom requests may result in additional charges.
- Credit card purchases are subject to a 3% transaction fee

Assumptions (unless otherwise noted)
- Project Schedule as agreed upon by IAS Technology and the client will establish the milestones, dates, and period of performance.
- All work to be performed during regular business hours (Monday-Friday, 8am-5pm).
- All workspaces will be continuously available as scheduled.
- All workspaces will be unobstructed, clean, and dust free by the dates as defined by the project schedule and deployment plan.
- All documentation provided by the client such as CAD drawings or building plans are accurate. This includes but is not limited to plan views, reflected ceiling plans, elevations, conduit risers, electrical, millwork details, specific mounting details, etc.
- All necessary technical infrastructure will be available and functional as required. This includes appropriate IP, server, DNS, gateway, and SPID information for any WAN, LAN, or ISDN connection that is part of the system as well as conduit, cable tray, power, grounding, and HVAC.
- All owner furnished equipment and cabling will be available and functional as defined by the project schedule and deployment plan.
- All electrical and low voltage services will be available and functional as required. This includes but is not limited to AC Power, J boxes, conduit/cable pathways, cable trays, grounding wires or rods, floor boxes, wall boxes, etc.
- All structural supports or blocking as required to safely support AV equipment to walls or ceilings will be provided and in place based on requirements.
- All necessary ceiling trim work, drywall, woodworking, millwork painting, etc., will be in place as required.
- All user furnished sources will be available during system commissioning and training including laptops, computers, satellite/cable feeds, etc.
- Building access through front doors, loading docks, elevators, etc. as required for large equipment and installation load in will be provided.
- Any necessary keys, security badges, clearance, etc. will be provided as needed for the course and duration of each project.
- Parking will be provided within a reasonable distance of each jobsite.
- All necessary test equipment will be allowed on site with no restrictions.
- Appropriate client representatives will be available during the project and any scheduled training sessions.

- Any changes in the above assumptions must be approved by IAS Technology and the client following the prescribed change management process and the ramifications clearly communicated.

**IAS Technology Responsibilities (unless otherwise noted)**
- Weekly project status reports
- Communicate proposed changes in writing as soon as they arise and follow a change management process expeditiously.
- A complete audiovisual system delivery, installation, and testing as defined within this proposal and functional scope.
- Training provided after completion of system installation.
- Clean up work area at the end of each work day.

**Client Responsibilities (unless otherwise noted)**
- Assign a single point of contact authorized to sign off on all project deliverables.
- Communicate proposed changes to any scope, assumptions, or schedule as soon as they arise and follow a change management process expeditiously.
- Help prevent equipment damage from dust or other contaminants during the project.
- Provide relevant architectural changes to the facility to accommodate the integration of equipment supplied by IAS Technology. This includes rough openings for projection screens, ceiling finish work for projection screens, painting requirements for rear projection rooms, window treatments, lighting control, and lighting changes.
- Identify third-party contractors such as electrical contractors, architects, and other construction personnel and determine the client coordinator.
- Provide clean and secure project area during the installation period. If the space is not clean or secure during installation, IAS will only deliver equipment that is signed for and the client assumes risk for loss or damage to equipment.
- Ensure all larger screen displays and projectors are turned off after use to prevent image burn. IAS Technology is not responsible for and will not cover under warranty image burn caused by static images displayed over an extended period.
- Preparation of furniture such as the cutting of holes into table tops for easy mounting of audiovisual boxes by IAS.
- Additional compensation to IAS for any preparation work required and not completed prior to installation by IAS or changes outside of the standard room installation. This includes but is not limited to infrastructure requirements, verified data drops with connectivity, IP coordination, and preparation of furniture. This will be billed on an hourly basis based upon standard regional rates.
- Rooms with challenging acoustics including significant reverberation times or flutter echoes may require testing or acoustical treatment. Cost for absorption or testing is not included in this scope and will be the responsibility of the client.
Project Schedules

- A project schedule will be provided as needed at the beginning of each projected system deployment and rollout. This schedule includes milestones, design, equipment procurement, programming, on-site work, delivery, and training. This schedule will be based on the assumptions listed above.

General Notes

- IAS Technology utilizes non-union labor. Union labor requirements will be the responsibility of the client or billed additionally.

- IAS Technology is not a high voltage contractor and as such will undertake no high voltage installation work in the fulfillment of this project.

- Job scope provides proprietary information developed by IAS Technology for defining this specific project. This information may not be used by the client or other contractors without the written consent of IAS Technology.

- Completion and warranty engagement are reached when the items listed on this document are fulfilled. This includes testing, commissioning, and training on fully operational and integrated systems. Large multi-room project deployments may require that rooms be brought online in a pre-determined schedule for warranty, service, or maintenance.

- Proposed changes to this document or additional labor charges resulting from changes to scope, assumptions, or schedule are subject to a Change Order according to the prescribed change management process and may result in additional charges or credits.

- Control system or programming source code shall be provided by IAS to the client in an unlocked and editable format.

- All required permits or additional fees are the responsibility of the client and will be billed additionally.

- If any responsibilities or assumptions are not met as required additional charges may apply.
Signature

I hereby acknowledge that I have read and understand the functional description of services including the terms and conditions listed above. I accept, understand, and agree to the proposed solutions including the options for which I have initialed in the section above. I also acknowledge that the client authorizes me to order the service as listed within this agreement.

______________________________ Date _______________________

Print Name:
Title:
Company:
SLA Service & Maintenance

IAS Technology offers a variety of service and maintenance plans to fit your budget and maximize your investment. Silver SLA maintenance is included in the first year as described below. A discount for additional years as well as upgrades to other plans (Gold/Platinum) are available. Examples are outlined here but pricing will be custom tailored to each client’s needs. Plans include but are not limited to:

- Pre-Paid Discounted Service Labor
- Reoccurring System Checkup and Tuning
- Extended Warranties
- Emergency Service Plans

Nationwide and Global Service Coverage

IAS Technology and our strategic global partnership allows us to offer a single point of contact and source of equipment along with system support services to our clients across the nation and throughout the world. The extent of today’s technology solutions can make support overwhelming for any organization. IAS has built an infrastructure of assets that is accessible to give a quick response to technical difficulties, regardless of where an issue happens.

Example Support Offerings

IAS Technology is a service provider for all major manufacturers in the audiovisual industry. The manufacturers specified support requirements are always provided as a portion of our managed services offering.

IAS offers multiple levels of coverage for professional audiovisual systems and is detailed on the supplementary chart below:

- **Silver SLA**—Includes Remote Phone Support, hardware replacement labor *(included 1st Year – See Supplementary Service Agreement Upon Order)*
- **Gold SLA**—Includes Remote Phone Support, hardware replacement labor, prioritized response times, and preventative maintenance
- **Platinum SLA**—Includes all silver and gold services along with managed services and consumables replacement. The “Worry-Free” support option.

Experienced certified technicians handle repairs. All work performed by IAS Technology or its strategic global partner is guaranteed. Replacements will be with new or factory certified parts chosen by IAS or the manufactures. All parts replaced by IAS shall become the property of IAS Technology or must be returned to the manufacturer as per the manufacturer’s policy.
### “Exclusive” Option

This option is added to either the “gold” or “platinum” coverage:

- **Dedicated Team:** IAS will assign a team of representatives and engineers that are involved with the client during the process to guarantee a complete understanding of the equipment and software, providing knowledge and solutions.

- **Change Management:** Gives assistance and coordination between the client, IAS Technology, and the manufacturer for the moving of current equipment, change in the equipment set up, or adding new equipment or software.

- **Analysis:** Gives detailed statues and analysis of conflict resolutions and performance of the client’s equipment.

- **Quarterly Reviews:** Coordinated account reviews between the CSR & CSE team and the client to discuss open conflicts and previous performances.

- **Off-Site Training:** Allows up to 2 hours of off-site administrator training lessons on the equipment covered under the Managed Services Contract

### Contract Consolidation & First Call Option

This option provides the ability to consolidate multiple support contracts regardless if equipment is covered under another manufacturer’s or vendor’s service contract or located in various

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<thead>
<tr>
<th>Description</th>
<th>Silver</th>
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<td>Advanced Replacement Parts*</td>
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<td>All Parts Repair/Replacement Labor (Including Consumables)</td>
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<tr>
<td>Data and Analytical Reporting***</td>
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*Advanced replacement parts and warranty repair subject to manufacturer policies and programs
**Requires remote VPN access by IAS to building audiovisual VLAN
***Requires purchase and maintenance of IAS server-based software-defined AV solutions platform for advanced data and analytics
geographical regions.

- Single point of contact for all support calls
- Manufacturer support logistics
- International support locations
- Legacy contract support

**Remote Alarm Response Option**

IAS Technology will provide proactive monitoring of devices capable of reporting status, health, and alarms. If an issue is detected, the IAS service team will respond accordingly and in most cases prior to the clients reporting of the problem. The client will be informed via electronic mail or phone of any identified issues. This service is only available to clients that separately purchased the server-based AV enterprise solution with provided connectivity access and bi-directional management data transmissions for the equipment covered under the contract. Pricing for this platform suite may be provided later in this proposal if requested now or is available as an additional option from your account representative. Equipment which is not remotely controllable or is not accessible will not be monitored. Pricing is per room being monitored.

- Pro-Active Response
- Pro-Active Resolution
- Automatic Client Notification

**Call Response**

All calls for assistance are logged as an open case number in the service department ticketing system. This case number remains open until a resolution to the initial report is achieved or the client and/or the service team determine that the case can be closed. The case number is the client’s unique identifier about a specific request and should be used and communicated whenever contacting the service team about an open case.

When a case is opened, the service team will classify the case either as a standard, intermediate, high, critical or maintenance request.

![Priority Matrix](image)

Talk with your account executive today for custom pricing and options.
About IAS Technology

Established in 1993, IAS Technology (Integrated Audio Systems, Inc.) is an audiovisual systems integration firm dedicated to sales, design, project management, installation, and service of professional audio/video systems. We serve a wide variety of markets including corporate enterprise, higher education, medical simulation, command and control centers, conference and training rooms, house of worship, tour guide and any other facility with audiovisual systems. Although our central Illinois headquarters gives us the advantage to have a quick response time to regional clients, IAS provides worldwide conferencing and system solutions with our strategic APEX global partner. IAS will standardize solutions and the user experience locally to ensure quality while managing and implementing integrated solutions across the country and throughout the world. IAS has a team of certified design and installation professionals who follow all AVIXA International Standards, and we have been designated as an Audiovisual and Integrated Experience Association APEX (Audiovisual Provider of Excellence) company.

IAS Technology provides a unique experience to our clients. One that focuses primarily on client satisfaction. We understand that finding an audiovisual solution for complex problems can be a daunting task. Our goal is to develop world class solutions using quality equipment, professional installation, and intuitive system operation.

At IAS, our mission is simple: make technology an asset for your business or organization and not a problem. We strive to make technology integrate seamlessly with your business to help you spend more time on your business. IAS has worked directly with a wide variety of clients small and large including several Fortune 100’s.

Our desire at IAS is to provide a friendly, fair, creative, rewarding, and profitable work environment for our team. This includes not only quality of life and benefits, but a continued investment in the education and training of each team member. Our belief is that our team of skilled professionals is our most important asset and what makes IAS successful.

Industry Standards & Certification

IAS Technology supports and seeks to elevate the audiovisual industry worldwide. For this reason, we are heavily involved with Audiovisual and Integrated Experience Association (AVIXA) including all standards, education, and certification. We follow all industry standards as detailed in the following websites

http://www.avixa.org/standards
http://aqav.org
The Process
IAS Technology will meet one on one to understand our client’s challenges, needs and desires. This is the most important part of the process as it will help us to determine the nature of the AV system, infrastructure, budget, and the impact of AV related expenses on the building. Once a solution has been designed our team will deliver a clear and understandable proposal. Our goal is to create cost conscious solutions for each one of our clients.

Each system we create will enhance the user experience and minimize setup or down time. IAS will be your audiovisual partner providing audiovisual sales and services.

Design
Our team of design engineers hold and maintain a variety of manufacturer and industry certifications including AVIXA CTS-D. Special attention is taken to ensure the system and components meet our clients’ needs and budget while maintaining quality and ease of operation.

Staging
Our staging technicians will build each system in shop prior to installation onsite. This process allows for full system testing and to ensure it meets design specifications. This will minimize on-site installation time, reducing the amount of room down time and cost.

Installation
Our entire professional installation team holds all the top manufacturer and industry certifications including the AVIXA CTS-I. Our technicians pay special attention to detail and ensure a system is installed and operating to the design team and client’s specifications.

Commissioning
The commissioning process will allow IAS to perform a complete system analysis utilizing yearly calibrated audiovisual testing equipment. This will objectively confirm the system is operating as intended and designed. By testing all audio, video and control connections and parameters we can ensure a quality result. This result is then printed in document form and given to our clients. IAS follows systems performance and verification standards set forth by the Audiovisual and Integrated Experience Association (AVIXA) as well as the Association for Quality in AV Technology (AQAV). Our commissioning technicians are CQT and CTS-I certified.
INTEGRATION PROCESS