

ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
2100 CLARENDON BOULEVARD, SUITE 500  
ARLINGTON, VIRGINIA 22201

**NOTICE OF CONTRACT AMENDMENT**

BIS DIGITAL, INC.  
1350 NE 56<sup>TH</sup> STREET  
SUITE 300  
FORT LAUDERDALE, FL 33334

DATE ISSUED:

JANUARY 15, 2020

CURRENT REFERENCE NO.:

721-13

CONTRACT TITLE:

INFORMATION  
TECHNOLOGY STAFF  
AUGMENTATION  
SERVICES

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**THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.**

The contract documents consist of the terms and conditions of AGREEMENT No. 721-13 including any attachments or amendments thereto.

**EFFECTIVE DATE:** JANUARY 15, 2020

**EXPIRES:** MARCH 1, 2023

**RENEWALS:** N

**COMMODITY CODE(S):** 96100

**LIVING WAGE:** N

**PROFESSIONAL SERVICES:** N

**ATTACHMENTS:**

CONTRACT 721-13 AMENDMENT 1

**EMPLOYEES NOT TO BENEFIT:**

**NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.**

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**VENDOR CONTACT:** PETER HUDDLESTON

**VENDOR TEL. NO.:** (800) 834-7674 x4535

**EMAIL ADDRESS:** [PETER.HUDDLESTON@BISDIGITAL.COM](mailto:PETER.HUDDLESTON@BISDIGITAL.COM)

**COUNTY CONTACT:** CHRISTINA DIETRICH

**COUNTY TEL. NO.:** (703) 228-4378

**EMAIL ADDRESS:** [CDIETRICH@ARLINGTONVA.US](mailto:CDIETRICH@ARLINGTONVA.US)

**ARLINGTON COUNTY, VIRGINIA  
AGREEMENT NO. 721-13**

**AMENDMENT NUMBER 1  
ASSIGNMENT OF AGREEMENT & UPGRADED SERVICES**

This Amendment Number 1 (“Amendment”) is made on the date of execution by the County and amends Agreement Number **721-13** (“Main Agreement”) between **Valley Office Machines & Equipment, Inc.** (“Contractor”), and the County Board of Arlington County, Virginia (“County”).

**Valley Office Machines & Equipment, Inc.** and the County entered into the Main Agreement to provide *The Record* hardware and software.

**Valley Office Machines & Equipment, Inc.** transferred rights and obligations in the Main Agreement to **Network & I.T. Solutions, LLC** in July 3, 2018.

**Business Information Systems, Inc. dba BIS Digital, Inc.** now assumes all of **Network & I. T. Solutions, LLC** rights and obligations in the Main Agreement. The work and payment called for under this amendment shall be subject to all terms and conditions of the Main Agreement unless specifically changed by the terms and conditions of an additional amendment.

The County consents to the assignment of the Main Agreement to **Business Information Systems, Inc. dba BIS Digital, Inc.** upon contract execution (“Effective Date”).

The Main Agreement is therefore amended as follows:

1. **Valley Office Machines & Equipment, Inc.** is in all instances replaced with **Business Information Systems, Inc. dba BIS Digital, Inc.**;
2. The term “Contractor” in the Main Agreement means **Business Information Systems, Inc. dba BIS Digital, Inc.**;
3. The Notices for **Business Information Systems, Inc. dba BIS Digital, Inc.** shall be delivered to:

Peter Huddleston, Account Manager  
BIS Digital Inc.  
1350 NE 56<sup>TH</sup> Street, Suite  
300 Fort Lauderdale, FL 33334  
Email: [peter.huddleston@bisdigital.com](mailto:peter.huddleston@bisdigital.com)  
Phone: 800.834.7674 x4535

4. The Notices for the County shall be delivered to:

***For Project Information***

Christina Dietrich, Project  
Officer Arlington County, VA  
1425 N. Courthouse Road, Suite  
6100 Arlington, VA 22201  
Email: [cdietrich@arlingtonva.us](mailto:cdietrich@arlingtonva.us)  
Phone: 703-228-4378

**For Contract Information**

Sharon T. Lewis, Purchasing Division Chief  
Arlington County, Virginia  
2100 Clarendon Boulevard, Suite 501  
Arlington, Virginia 22201  
Email: [slewis1@arlingtonva.us](mailto:slewis1@arlingtonva.us)  
Phone: 703-228-3415

and

5. **BIS Digital, Inc.** shall perform the upgraded services as identified in Exhibit A  
(attached) All other terms and conditions of the Main Agreement remain in full force and effect.

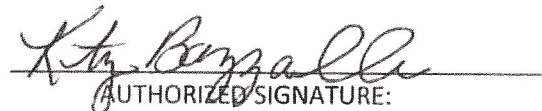
WITNESS these signatures:

The County Board of Arlington County, Virginia

  
\_\_\_\_\_  
AUTHORIZED SIGNATURE:

NAME: Meloni Hurley  
TITLE: Assistant Purchasing Agent  
DATE: 1/15/2020

Network & I. T. Solutions, LLC

  
\_\_\_\_\_  
AUTHORIZED SIGNATURE:

NAME: Kristy Bazzanella  
TITLE: Owner  
DATE: Jan 3, 2020

Business Information Systems, Inc.  
Dba BIS Digital, Inc.

  
\_\_\_\_\_  
AUTHORIZED SIGNATURE:

NAME: Kirk Ambrose  
TITLE: VICE PRESIDENT  
DATE: 1/3/2020

**EXHIBIT A**

**Date** Monday, December 16, 2019

**Quote Number** Q-8014550-12.16.2019  
Arlington County Circuit Court with USB Mixer in 4 Courtrooms

**Sales Consultant** Peter Huddleston, Account Manager  
[peter.huddleston@bisdigital.com](mailto:peter.huddleston@bisdigital.com)

**Primary Contact** Christina Dietrich, Chief Deputy Clerk  
1425 North Courthouse Road  
Arlington, VA 22201  
(703) 228-4378 / \_\_\_\_\_ (Fax)  
cdietrich@arlingtonva.us (Email)

**Billing Address** Arlington (VA) County State Circuit Court 17th / A-1015263  
\_\_\_\_\_  
\_\_\_\_\_, VA \_\_\_\_\_

**Shipping Address** \_\_\_\_\_

**Users To Train** \_\_\_\_\_

**Wiring Required** Yes

**Installation Notes** \_\_\_\_\_

Item	Product Code	Qty	Unit Price	Total Price
DCR 8ch Digital A/V Recording Software (incl. 12 month SAS)	DCR-8S	4	\$0.00	\$0.00
DCR Post Recording Manager	DCR-PRM	4	\$0.00	\$0.00
8ch USB Audio Mixer vM	BIS-MX-AB-vM	4	\$750.00	\$3,000.00
Enterprise Rackmountable NAS   16TB (Series 2)	BIS-NAS-ER16-S2	1	\$2,000.00	\$2,000.00
CAT6 Patch Cable (5ft.)	BIS-CAT6-PC5	5	\$10.50	\$52.50
On-site Setup, Installation and Training	SIT	1	\$2,100.00	\$2,100.00
Annual DCR REMOTE SUPPORT on above purchased system (Hardware Replacement not included)	NMNT-DCR-R	1	\$500.00	\$500.00

Installation Supplies	BIS-INST-SUP	1	\$136.69	\$136.69
Shipping/Handling	S/H	1	\$164.03	\$164.03
Microphone Wire 16AWG (Plenum) - 1,000ft Roll	BIS-W-MP-16AWG	1	\$415.00	\$415.00
			<b>Sales Tax Rate</b>	_____%
			<b>Total (Excluding Sales Tax)</b>	\$8,368.22

All specifications are subject to change without notice. All computers sourced from third parties must first be approved by BIS Digital prior to purchase.

**Live Stream & On-Demand Requirements**

- BIS Digital, Inc. recommends customer can transmit continuous stream of 300kbps or more for optimal performance.

Optimal Specifications for BIS Digital Recording PC Systems

**DCR Specifications**

**2/4 Channel Audio Only**

- 8GB RAM
- 1TB Hard Drive
- Intel Core i3 Processor
- Ethernet RJ-45 Network Interface 100/1000
- USB 2.0 Ports
- Microsoft Windows 7 or 8.1 or 10 Professional 64-bit

**4/8 Channel Audio or Audio and Video (4 Video Channel Max.)**

- 12GB RAM
- 2TB Hard Drive
- Intel Core i5 Processor
- Ethernet RJ-45 Network Interface 100/1000
- USB 3.0 Ports
- Microsoft Windows 7 or 8.1 or 10 Professional 64-bit

**4/8 Channel Audio or Audio and Video (8 Video Channels)**

- 16GB RAM
- 2TB Hard Drive / 8 MB Cache / 10,000 RPM
- Intel Core i7 Processor
- Ethernet RJ-45 Network Interface 100/1000
- USB 3.0 Ports
- Microsoft Windows 7 or 8.1 or 10 Professional 64-bit
- PCIe Slot (For Non-IP Video Solutions Only)
- Microsoft Windows 7 or 8.1 or 10 Professional

### Equipment Supply

BIS Digital will furnish the equipment as specified herein.

### Electrical Installation

The customer provided electrical contractor will install all AC power, relay switches & conduit as required for the proposed systems. If required, the customer provided electrician will be responsible for providing and hanging all rigid electrical junction boxes, conduit and installing same. BIS Digital has recommended and asked for Dedicated Electrical Power to be installed at the head-end, controlled end-user equipment or at the same location of final control(s). Dedicated Power shall be the responsibility of the end-user and any external noise or factors creating noise within the systems not exposed by installed electronic equipment shall not be BIS Digital, Inc. responsibility and shall not be reason for any hold-backs whatsoever by any party.

### Equipment Installation and Head End Connections

BIS technicians will install all specified equipment and make all final circuit terminations in the head-end equipment racks. The customer will provide all custom carpentry or custom room preparations as required prior to the installation. The customer will provide scaffold or high reach for all installation work in ceilings over fourteen feet. All network connection(s) are to be provided by the customer. Any changes, alterations or deviations from the Equipment and installation obligations specified herein involving extra cost for labor or material will be executed only on written orders for the same. The cost of any added labor or material will become an extra charge over and above the total specified on the Agreement.

**Order Summary**

<b>Date</b>	Monday, December 16, 2019
<b>Quote Number</b>	Q-8014550-12.16.2019
<b>Account Name</b>	Arlington (VA) County State Circuit Court 17th
<b>Total (Excluding Sales Tax)</b>	\$8,368.22

**Terms and Conditions**

<b>Effective Period</b>	This proposal is a firm offer for 30 days from quote date Monday, December 16, 2019.
<b>Tax Status</b>	Sales tax will be added to invoice unless Tax Exempt Form is on file with BIS Digital.
<b>Site Preparation</b>	Customer is required to supply all conduit and cable pulls not listed on this quote. Customer will be responsible for any additional wiring or installation supplies needed during installation.
<b>Training</b>	BIS Digital will provide full training of all system users per agreed training schedule.
<b>Limited Warranty</b>	All BIS supplied new systems (hardware & software) are covered for 90 days following date of installation/delivery. Warranty does not cover On-Site Technical Support, shipping costs, or software upgrades (See Software Assurance below).
<b>Software Assurance</b>	Annual Software Assurance (SAS) entitles user to unlimited software upgrades throughout the one-year term, at the cost of \$350 per license/year.