

Issue Analysis Form



Date: November 9, 2022
Appropriation from Fund
Balance - Circuit Court Room
Renovations – **Other Costs –
Non-Construction**

Item:

Lead Department(s): Finance / General Services
Betsy Drewry, Dean

Contact Person(s): Simmons

Description and Current Status

In a separate November 9, 2022 action, staff is recommending an award of contract to Virtexco Corporation for the renovation of the Circuit Courtroom to Virtexco Corporation in an amount not to exceed \$1,396,000. This \$1,396,000 award includes construction costs only. An appropriation from General Fund, Fund Balance was part of the resolution for award of contract.

The \$1,396,000 construction award and appropriation does not contain all needed project costs. Other project costs are for:

Furniture
Testing & Inspections
Data, Telephone & Security
Recording System (AV) Replacement*
Moving Expenses
Project Contingency

The estimated total of these non-construction costs is **\$506,800.73** (excluding Architectural and Engineering services) – **See Attachment 1**. The Board of Supervisors approved a \$108,572 appropriation for Architectural and Engineering Services on November 9, 2021 with a **future borrowing as the funding source**. The total estimate for other project costs is **\$615,372.73**. The County Administrator recommends use of Fund Balance as the funding source for this renovation project, rather than a borrowing / issuance of debt. A change in the funding source for A&E services approved in November of 2021 from “Future Borrowing” to “Fund Balance” is part of the requested appropriation

***BIS Digital** provided Joyce Jackson, Clerk of Circuit Court, a pricing proposal to update the recording hardware and software that interfaces with audio-visual equipment in the Circuit Courtroom. BIS Digital provides equipment that is part of the Virginia Supreme Court network and provided the quote in cooperation with Bob Kelly of the

Virginia Supreme Court. BIS Digital is considered a sole source for this system replacement. Their pricing proposal totals **\$110,800.73**, and staff is requesting approval of an award of contract to BIS Digital for \$110,800.73 to take advantage of the pricing quote that will expire on November 13, 2022 (see **Attachment 2**).

Staff is requesting an appropriation from General Fund, Fund Balance for other, non-construction, Circuit Courtroom renovation project costs totaling **\$615,372.73**, with \$108,572 of this amount being a shift in funding source of from debt proceeds to fund balance for architectural services awarded on November 9, 2021.

A public hearing is not required for this appropriation as the amount is not 1% of the Total adopted FY2022-23 budget {FY2022-23 Adopted Budget is \$160,016,873; 1% is \$1,600,168}.

Appropriation Budget Entry (Appropriation of General Fund, Fund Balance to CIP Fund Project Budget):

General Fund:

Revenues:

Increase 0100-40-900-8208-399999 General Fund, Fund Balance \$506,800.73 (FY23)

Increase 0100-40-900-8208-399999 General Fund, Fund Balance \$108,572 (FY22 Change)

Expenditures:

Increase 0100-09-401-0917-49172 Gen Fund Transfer to CIP Fund \$506,800.73 (FY23)

Increase 0100-09-401-0917-49172 Gen Fund Transfer to CIP Fund \$108,572 (FY22 Change)

CIP Fund:

Revenues:

Increase 0311-90-901-8207-399100 CIP Fund, Transfer from Gen Fund \$506,800.73 (FY23)

Increase 0311-90-901-8207-399100 CIP Fund, Transfer from Gen Fund \$108,572 (FY22 change)

Decrease 0311-40-900-8115-341401 CIP Fund Debt Proceeds (\$108,572) FY22 change

Expenditures:

Increase 0311-02-010-3220-48130 CIP Fund Courtroom Renovation \$506,800.73 FY23

Board Approvals requested:

Approval of Budget Appropriation from General Fund, Fund Balance for \$615,372.73 for Other Project / Non-Construction costs, shifting \$108,572 from "debt proceeds" to fund balance (from FY22 action approved on November 9, 2021 R-21-193).

Award of contract to BIS Digital in an amount not to exceed \$110,800.73, authorizing the County Administrator to execute a contract with BIS Digital for recording system upgrades.

A draft resolution that authorizes these actions is included for consideration and possible approval.

Government Path

- | | | |
|--|---|--|
| Does this require IDA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require BZA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this require a public hearing? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If so, before what date? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Fiscal Impact Statement

This appropriation will use \$615,372.73 of the County's accumulated General Fund, Fund Balance. The audited FY2021 fund balance totaled \$33,403,287 and represented 31% of actual expenditures (represents 22.7% of FY2023 budgeted expenditures). A preliminary estimate of the FY2022 increase in fund balance is \$3.5 million.

County Impact

Approval of appropriation and award of contract to BIS Digital will allow for needed upgrades and modernization of the Circuit Courtroom (non-construction components).

Notes

ATTACHMENT 1

Prince George County Circuit Courtroom Renovation Project
 Bid Estimate Provided by Moseley Architects 08/2022 {COMPARED TO ACTUAL BID}

Item	Moseley Estimate (08/2022)	Bid Final Price / Budget Recommended	Appropriation Required / Remaining	Status
Construction	1,595,042.00	1,396,000.00	1,396,000.00	Virtexco low bidder; To be awarded & appropriated
	(6,659 SF @ \$239.53)	(6,659 @ \$209.64)		
OTHER COSTS:				
Furniture Allowance	167,000.00	167,000.00	167,000.00	To be awarded & appropriated
Testing & Inspections	16,000.00	16,000.00	16,000.00	To be awarded & appropriated
A/E Services Schematic Design	17,400.00	17,400.00	-	Awarded & Paid from Operating budget
A/E Services Design Incl Constr Admin	141,600.00	101,614.00	101,614.00	Awarded & Appropriated R-21-193 (PO 20220153; 20230047) with future borrowing as funding source; now Fund Balance
A/E Services Furniture Design	11,000.00	6,958.00	6,958.00	Awarded & Appropriated R-21-193 (PO 20220153; 20230047) with future borrowing as funding source; now Fund Balance
Data / Telephone / Security Allowance (2%)	32,000.00	28,000.00	28,000.00	To be awarded & appropriated
Moving Expenses Allowance	10,000.00	10,000.00	10,000.00	To be awarded & appropriated
Permitting				Permitting included in bids (IFB required)
Legal Expenses	-			
Subtotal Other Costs	395,000.00	346,972.00	329,572.00	
CONTINGENCY:				
Contingency {10%}	200,000.00	175,000.00	175,000.00	To be awarded & appropriated
GRAND TOTAL (MOSELEY)	2,190,042.00	1,917,972.00	1,900,572.00	
STATE EQUIPMENT:				
State Equipment	110,800.73	110,800.73	110,800.73	To be awarded & appropriated; Quote provided October 13, 2021
GRAND TOTAL WITH STATE EQUIPMENT	2,300,842.73	2,028,772.73	2,011,372.73	

CONSTRUCTION	1,396,000.00	1,396,000.00	Fund Balance
NON-CONSTRUCTION / OTHER	632,772.73	615,372.73	Fund Balance; Transfer \$108,572 from bond proceeds to Fund Balance (11/9/21)
NON-CONSTRUCTION / OTHER {Excluding A/E}		506,800.73	

Appropriation of \$108,572 was made from "future borrowing," however, now recommended funding source is General Fund, Fund Balance. A/E Contract was awarded on November 9, 2021 for \$108,572 (\$101,614 + 6,958).

October 13, 2022

Prince George County Virginia Circuit Court
6601 Courts Drive
Prince George, Virginia 23875
Attn: Joyce Jackson
RE: Technology Update - Circuit Courtroom

Joyce

Good morning! The following pages are the quotation for the entire technology upgrade that we discussed in our onsite visit. I spoke to Bob Kelley and David Vaughn about the configuration, and we made some changes based on our call. We added two rooms and took off the Jury Displays in favor of a single larger display. I have divided the quote into sections for each of the various courtroom Technologies that we discussed. The recording system update will include a new NAS device. The technicians will transfer the data from the old device to the new one. You will need let to let us know who will need access to the recordings from outside the courtroom so we can make sure the players and installed with the correct path to the files prior to installation. The new wireless microphones would eliminate the floor boxes that have been causing you issues and improve sound pickup overall. The new speakers will provide much better amplification in the courtroom. The presentation system will be setup with displays located at the Judges Bench, the witness Stand, the podium, Defense and Prosecution tables, a new large display behind Jury and the existing display. Annotation will be at the witness stand and Podium. Control will be at Judges bench and Podium, and this will be not only controlling the Presentation system but the audio system as well. We will be installing new 65" displays in the Jury Deliberation room and Jury Selection so these rooms can view presentations as well. Finally, we will be installing a new Hearing Assisted system that has a modulator in the audio rack and two emitters in the courtroom giving your courtroom excellent coverage. This system includes receivers headsets, neck loops and chargers allowing your court to be compliant with the ADA. All of the items we are providing include a one year support contract that provides you with unlimited onsite and remote support. The items you need to ensure are there at time of installation are power and a network connection at the location of the podium. I would also recommend a new Recording PC if the one currently there hasn't been upgraded in a while. You would need to order this from the Supreme Court Help desk. I would be happy to go over any part of this in person or on a call if you would like. If you have any specific questions, please let me know.

Thanks

Peter



On Social Media



Peter Huddleston
Account Manager VA/WV

Phone
800.834.7674 ext. 4535

Corporate Headquarters
1350 NE 56 Street, Suite 300
Fort Lauderdale, Florida 33334



1350 NE 56th Street, Suite 300
Ft. Lauderdale, FL 33334



Sales: (800) 834-7674
Support: (800) 715-1234



Email: info@bisdigital.com
Web: www.bisdigital.com



BIS Digital – AV Integrated Solution

Account Prince George County Virginia Circuit Court

Quote Number Q-8020581-10.13.2022

Opportunity Name I - JUN 2022 - Technology Update - Circuit Courtroom -

Courthouse - Prince George County Virginia Circuit Court

About BIS Digital

BIS Digital is a technology company which provides integrated digital recording and multi-media communications solutions. We “capture the record” with complete multi-channel audio and video digital recording systems customized to meet client needs. We work with award-winning manufacturers to bring you the latest in AV technology.

We design systems with fully integrated AV capabilities for optimal workflow and efficiency. Founded in 1982, BIS Digital has the knowledge and experience gained through our large customer base to build the perfect AV system from concept to completion. We handle everything from planning and design to installation and service. Moreover, we ensure staff is properly trained on using the system to master its operation.

Our solutions include:

- Multi-channel audio and video recording
- Sound systems
- Presentation systems
- Video conferencing
- Enterprise room control
- Video walls
- Language translation connectivity

Onsite service or remote service agreements may be included within this proposal or are available upon request. Multiple-year service agreements are also available.

Free CourtSide Portal Access



Included in this proposal is the CourtSide app. CourtSide is a web application that uses artificial intelligence and professional editing services to create formatted, speaker-identified transcripts. The app is free, and transcripts are produced on-demand through the CourtSide online transcript ordering portal. Transcription costs are based on page count and turnaround time.



Date Thursday, October 13, 2022

Quote Number Q-8020581-10.13.2022
I - JUN 2022 - Technology Update - Circuit Courtroom - Courthouse - Prince
George County Virginia Circuit Court

Sales Consultant Peter Huddleston, Account Manager
peter.huddleston@bisdigital.com

Primary Contact Joyce Jackson, Clerk of Court
6601 Courts Drive
Prince George, Virginia 23875
(804) 733-2640 / (804) 861-5721 (Fax)
jbjackson@vacourts.gov (Email)

Billing Address Prince George County Virginia Circuit Court / A-1015937
6601 Courts Drive
Prince George, VA 23875

Shipping Address _____

Users To Train _____

Wiring Required No

Installation Notes _____

Pricing

Item	Product Code	Qty	Unit Price	Total Price
Recording System Upgrade – Includes the following Items:				\$6,135.00
Professional Digital Digital Signal Processor - The Dante enabled DSP has 12 Microphone inputs each with Acoustic Echo Cancellation that outputs 8 channels of high-quality audio directly to the DCR recording system. The DSP also allows the court to control audio functions directly through the recording system. These functions can include raising and lowering volumes of microphones, muting microphones, and generating White Noise during confidential bench conferences.	BIS-MX-DAN-USB8PV	1		
Dante Virtual Sound Card - Installed into Recording System	BIS-DANTE-V64	1		
USB Gigabit Network Interface Card - Installed into Recording System	BIS-NIC-GB	1		
24TB Network Attached Storage Device (NAS) - offers reliable hardware and RAID configuration for out-of-the-box protection to safeguard your data while the powerful quad-core Annapurna processor enables high performance operations.	BIS-NAS-D24	1		
6 Outlet Unlimited Power Supply - 1 for Recording system and 1 for NAS	BIS-UPS-425V6	2		
Audio System Upgrade – Includes the following items:				\$5,785.00
Four Channel Network-Enabled Power Amplifier - 250 Watts per channel. Allows speakers to be set up in groups that can be independently controlled so if one area needs to be louder than the other areas of the courtroom this is easily done.	BIS-AMP-4C250-70S2	1		
48 Port Power over Ethernet Network Switch	BIS-NS-POE-48-S8	1		
Dante USB I/O Adapter	BIS-USB-DANTE-2CHIO	1		
Power Distribution System – The 9 outlet PDS is installed into the audio rack and is designed to protect your audio system with 15 Amp Circuit Breaker protection and surge protection up to 6000 Volts. It also has Radio Frequency and Electromagnetic Interference Filtering enhancing the audio quality going to the system. One is for A/V Rack and one is for Podium	BIS-PWR-DIST-S2	2		
32 GB Apple iPad – used for audio system control	BIS-iPad-32	1		
iPad Security Mount in Black	BIS-iPad-SMNT-B	1		



Cabling				\$4,174.00
3' HDMI Cable	BIS-HDMI-3FT-S2	12		
6' HDMI Cable	BIS-HDMI-6FT-S2	3		
10' CAT6 Network Cable	BIS-CAT6-PC10	1		
3' CAT6 Network Cable	BIS-CAT6-PCN200-003-BK	4		
1000' CAT6 Network Cable	BIS-W-CAT6	3		
3' USB Cable	BIS-CBL-USB2-AB3-S2	5		
1000' 16AWG Speaker Wire	BIS-W-SPKR-16AWG	3		
Audio Input Upgrade – Includes the following items:				\$8,045.00
4 channel Microflex Wireless System Transceiver- Part of Wireless Microphone system. The transceiver automatically scans available spectrum and moves channels away from unexpected interference. The Transceiver uses AES 256-bit encryption for secure transmission of audio. Power to the unit (via PoE) and Dante digital networked audio are both supplied over a single Ethernet cable	BIS-MWS-4APT	1		
8 Bay Networked Microflex Wireless System Charging Station – The Charging Station charges the gooseneck bases and has charge status indicators and overcharge protection for battery damage.	BIS-MWS-8NCS	1		
Microflex Wireless System Gooseneck Transmitter Base - delivers pristine audio quality, intelligent wireless performance, encrypted transmission, and advanced rechargeability functions	BIS-MWS-GBT	4		
15" Wireless Gooseneck Microphone - Microphone has a Bi-Color LED light ring that shows it's status.	BIS-MIC-GN15-S3	4		
Microflex Wireless Rechargeable Lithium-ion Battery - makes powering Microflex Wireless systems easy.	BIS-MWS-RLIB	4		
Audio Output Upgrade – Includes the following items:				\$1,060.00
Two 8" White Drop Tile Ceiling Speakers w/Enclosure – One pair above front of courtroom and one pair above Judge's Bench	BIS-SP-DTCE	2		
4" Dante Enabled Surface Mount Powered Speaker – This 20-Watt speaker has individual volume control and a dedicated 4-inch full range driver for clear audio reproduction. This speaker will be installed at the Judges Bench	BIS-4IN-SM-P-SPKR-D	1		



Courtroom Presentation System – Includes the following items:				\$35,314.80
Wireless Annotation Presentation System - WolfVision Cynap all-in-one collaboration and presentation solution that requires no applications to be loaded or any dongles to be attached. Cynap provides a clear 4K UHD resolution and has 4 window on-screen display capability. Its also Secure with 100% wireless data encryption, IEEE802.1x authentication, plus customizable security features. Cynap has built-in annotation that will be setup at the Witness Stand and at the Podium.	BIS-CYNAP-PRO	1		
Annotation Presentation System Receivers – Wireless connections for Displays located at Judge’s Bench, Prosecution Table, Defense Table, Witness Stand, the existing large display as well as the 3 displays that will be placed on Jury Rail.	BIS-CYNAP-REC	8		
Digital Document Camera – This Wolfvision Visualizer has Ultra-high definition camera with 4K UHD output for presentation of evidence, touchscreen control and a preview monitor. Wolfvision Visualizers offer outstanding mechanical quality, durability, and reliability, plus a 5-year warranty.	BIS-DDC-GEN6	1		
Cynap Matrix Feature Pack - stream video and audio between multiple screens using network infrastructure.	BIS-CYNAP-MFP	1		
24” Fold Flat LCD Touch Screen Display – This touch screen display has 1920 x 1080 resolution and offers adjustable positioning, wide-angle viewing, and a durable design. These will be installed at the Judge’s Bench, Prosecution Table, Defense Table, Witness Stand and Podium	BIS-FD-LCDTS-24-S3	5		
85” Commercial Grade 4K UHD Monitor - Courtroom Behind Jury	BIS-CG-4KUHD-85S5	1		
Full Motion Wall Mount for Displays	BIS-TVM-FM60/100-S2	1		
External Rooms – Jury Selection & Jury Deliberation Rooms				\$5,382.99
65” Commercial Grade 4K UHD Monitor	BIS-CG-4KUHD-65S4	2		
Full Motion Wall Mount for Displays	BIS-TVM-FM60/100-S2	2		
iPad Ethernet + Power Adapter with Lightning Connector	BIS-IPAD-CON-PAL	1		
8 Port Power over Ethernet Network Switch	BIS-NS-POE-8-S9	1		
3 Room Control Gateway	BIS-RC-RCG-HW3	1		



Courtroom Presentation Podium – Includes the following items:				\$2,715.00
30" Wide Presentation System Podium	BIS-PS-P400	1		
Premium Casters for Presentation System Podium	BIS-PS-P432-ADD	1		
Document Camera Drawer for Presentation System Podium	BIS-PS-P432-ADD	1		
Shock mounted gooseneck microphone for Presentation System Podium	BIS-PS-P432-ADD	1		
Rack Rails for Presentation System Podium	BIS-PS-P432-ADD	1		
Cable well with lap top connections and A/C outlet for Presentation System Podium	BIS-PS-P432-ADD	1		
Assisted Listening System – Includes the following items:				\$4,880.00
Infrared Assisted Listening System - System Includes infrared Modulator, 2 IR Emitters, 4 receivers, 2 2bay Chargers, 4 headphones and 2 neckloops.	BIS-ALS-IRSY11	1		
Installation Costs- Based on installation of all Items				\$27,923.92
Shipping/Handling	S/H	1		
On-site Setup, Installation and Training	SIT	1		
Installation Supplies	BIS-INST-SUP	1		
Annual Support Costs				\$9,385.02
12 Months of BIS On-Site Service & Support – includes unlimited access to onsite and remote support, replacement of hardware listed on service agreement and unlimited training for life of contract	NMNT-DCR	1		
			Sales Tax Rate	%
			Total (Excluding Sales Tax)	\$110,800.73

Equipment Supply

BIS Digital will furnish the equipment as specified herein. Revisions to this contract are made by approved written "Change Order." BIS reserves the right to bill for equipment as stored materials when delivery or installation is not possible. There are no additional implied or expressed operations of the system other than stated within.

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 holdbacks 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

Date	Thursday, October 13, 2022
Quote Number	Q-8020581-10.13.2022
Account Name	Prince George County Virginia Circuit Court
Total (Excluding Sales Tax)	\$110,800.73

Terms and Conditions

- Effective Period** This proposal is a firm offer for 30 days from quote date Thursday, October 13, 2022.
- Tax Status** Sales tax will be added to invoice unless Tax Exempt Form is on file with BIS Digital.
- Payment Terms** **Deposit:** All orders above \$5,000 require a 50% deposit. Once the order and deposit are confirmed (received) by BIS Digital, scheduling of the installation / and shipment of goods will occur.
Balance: The remaining balance is to be paid on the completion of the installation. (Delivery of goods at customer site)
- Install Cancellation** If customer cancels (or postpones) a mutually agreed upon installation date, BIS Digital reserves the right to ship to customer and invoice for hardware, software or other materials procured for the project.
- Restocking Fee** 20% restocking fee will be charged for all cancelled orders
- Site Preparation** 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.
- Training** BIS Digital will provide full training of all system users per agreed training schedule.
- Limited Warranty** 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).
- Software Assurance** Annual Software Assurance entitles user to unlimited software upgrades throughout the one-year term, at the cost of \$380 per license/year.

Disclaimer: Unforeseen supply chain disruptions or component shortages may impact hardware availability. As a result, items listed in this quotation may require substitution and may be subject to price and/or delivery time variances. In these instances, BIS Digital will consult with the customer about options and alternatives.

This signature and Purchase Order number states acceptance to the above price, terms, and conditions, authorizing BIS Digital, Inc. to order, install and bill for the above equipment.

* Accepted by: _____
Name Title

Signature

Date

*** Accounts Payable Information * Required for order to be processed***

A/P Contact: _____
Name Phone Number

Email Address

Fax #

Is a Purchase Order required for processing? _____ P.O. # _____

November 1, 2022

Prince George County
6602 Courts Drive
Prince George VA 23875
Attn: Michelle Jackson

BIS Digital Inc. (Business Information Systems Inc) in partnership with HCI and Revcord is the sole developer, designer and manufacturer of the DCR (DCR, DCRxpress, DCR-IR, DCR2 and DCR-R) software. DCR has been designed for the sole purpose of capturing Mission Critical Audio/Video. BIS Digital, Inc. therefore is the only distributor and provider of support for the product nationwide.

For more information about the DCR systems and their functionality contact our sales department:

BIS Digital, Inc.
Jade Coldren
Regional Sales Director
1350 N.E. 56th Street
Ft. Lauderdale, FL 33334

Jade.coldren@bisdigital.com
954-681-4516
800-834-7674 x4516
954-493-6541 – fax

Thank you for your continued interest in the DCR digital court/custodial/conference recording systems.

Sincerely,

Steve Coldren
Steve Coldren
President / CEO
800-834-7674 x4504
Steve.coldren@bisdigital.com



1350 NE 56th Street, Suite 300
Ft. Lauderdale, FL 33334



Sales: (800) 834-7674
Support: (800) 715-1234



Email: info@bisdigital.com
Web: www.bisdigital.com

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 9th day of November, 2022:

Present:

Vote:

Marlene J. Waymack, Chair
Donald R. Hunter, Vice-Chair
Floyd M. Brown, Jr.
Alan R. Carmichael, Jr.
T. J. Webb

A-4

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; APPROPRIATION FROM GENERAL FUND, FUND BALANCE FOR NON-CONSTRUCTION CIRCUIT COURTROOM RENOVATION COSTS (\$615,372.73) AND AWARD OF CONTRACT TO BIS DIGITAL FOR RECORDING SYSTEM UPGRADES (\$110,800.73)

WHEREAS, The Prince George County Board of Supervisors provided direction to staff to renovate the Circuit Courtroom in the Prince George County Courthouse; and

WHEREAS, an appropriation is needed for non-construction project costs estimated at \$615,372.73 with a Transfer from General Fund, Fund Balance as the recommended funding source as discussed during FY2023 budget deliberations; and

WHEREAS, the Prince George County Board of Supervisors approved an appropriation of "future debt proceeds" totaling \$108,572 on November 9, 2021 for architectural and engineering services and needs to amend the funding source to General Fund, Fund Balance; and

WHEREAS, BIS Digital has provided the Clerk of Circuit Court a sole source pricing proposal to upgrade the recording system in the Courtroom in accordance with Virginia Supreme Court requirements and staff is recommending an award of contract to BIS Digital in an amount not to exceed \$110,800.73; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with BIS Digital in an amount not to exceed \$110,800.73 for Circuit Courtroom recording system upgrades as one component of the Circuit Courtroom renovation.

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 9th day of November, 2022, hereby awards a contract for Prince George County Circuit Courtroom recording system upgrades to BIS Digital in an amount not to exceed \$110,800.73 and authorizes the County Administrator to execute a contract with BIS Digital.

NOW, THEREFORE, BE IT FURTHER RESOLVED That the Board of Supervisors of the County of Prince George this 9th day of November, 2022, does hereby authorize the following increase of funds within the 2022-2023 Budgets, such line items increased as follows, which monies to be expended for purposes authorized and approved by the Board of Supervisors of the County of Prince George:

<u>FUND/ORGANIZATION</u>	<u>AMOUNT</u>
GENERAL FUND	
<u>Revenues:</u>	
0100-40-900-8208-399999 General Fund, Fund Balance	\$506,800.73
0100-40-900-8208-399999 General Fund, Fund Balance Change}	\$108,572 {FY22
 <u>Expenditures:</u>	
0100-09-401-0917-49172 General Fund Transfer to CIP Fund	\$506,800.73
0100-09-401-0917-49172 General Fund Transfer to CIP Fund Change}	\$108,572 {FY22
 CAPITAL IMPROVEMENT FUND (0311)	
<u>Revenues:</u>	
0311-90-901-8207-399100 CIP Fund Transfer from General Fund	\$506,800.73
0311-90-901-8207-399100 CIP Fund Transfer from General Fund {FY22 Change}	\$108,572 increase
0311-40-900-8115-341401 CIP Fund Debt Proceeds {FY22 Change}	(\$108,572) decrease
 <u>Expenditures:</u>	
0311-02-010-3220-48130 CIP Fund Circuit Courtroom Renovations	\$506,800.73

A Copy Teste:

Jeffrey D. Stoke
County Administrator