

**RESOLUTION NO. 2017-\_\_\_**

**Accepting bid for Copier Printer Services**

Executive Summary

Jefferson County has been reviewing options overall to reduce operating expenditures by looking at better opportunities to leverage the size of the organization and its potential buying power. One area that has been reviewed relates to contracts for services for providing maintenance and services to copiers and printers, along with purchasing and leasing options. In the past this has been done by a department by department basis with a mix of duration of service contract periods, purchased versus leased and various services providers. In addition, MIS needed to provide various support based on the status of the copier and printers, lessen their capacity to provide services in other areas. It is estimated that the County spends well over \$100,000 a year for copier and printer maintenance now.

To improve level of services and to look at cost reduction options the County issued an RFP in the second quarter of 2017. Vendors were asked to do a walkthrough of all facilities so they understood the scope of the RFP. A total of eight vendors responded to the RFP. Three of the responses did not provide the required information and were initially rejected. A small committee then spent time reviewing the remaining five RFPs and reached out to clarify responses. After their review which was based on cost, service levels, responsiveness and transitional plan a recommendation was made to the Infrastructure Committee at the August 2<sup>nd</sup> meeting to reduce the process down to two entities, Corporate Business Systems (CBS) and HP Inc. and bring them back in for final interviews. The Infrastructure Committee Concurred with this recommendation.

Beyond cost and service levels both companies also provided a transition plan that would limit significant changes immediately while working with staff on recommendations for future copier/printer improvement to reduce costs of operations to the County while maintaining service levels.

After due consideration of both companies, to include pricing and service levels, staff is recommending that CBS be the chosen County vendor. Existing leases service agreements that are in place will be allowed to continue and once expired would be assumed by CBS.

The Infrastructure Committee reviewed this recommendation on Sept 6<sup>th</sup> and recommended forwarding to the County Board.

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WHEREAS, the Executive Summary is incorporated into this resolution, and

WHEREAS, Jefferson County solicited bids to provide copier and printing services, and

WHEREAS, such bids were received and opened in May, 2017, with the following results for the top two based on service response time and cost per copy:

**Bids**

	Corporate Business Systems (CBS)	HP
<b>PRICING:</b>		
COPIES		
8 1/2 x 11	.006 black	.0115 - .0432 black
(one click)	.046 color	.0735 - .1496 color
<b>SERVICE:</b>		
Response Time	2.7 hours (avg)	4 hours or next business day

WHEREAS, the Infrastructure Committee has determined that Corporate Business Systems (CBS) is the lowest responsible bidder for this project and recommends accepting this bid.

NOW, THEREFORE, BE IT RESOLVED that the County Administrator is authorized to finalize a service agreement with CBS within the parameters of the bid.

*Fiscal Note:*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by  
Infrastructure

09-05-17

REVIEWED: Administrator \_\_\_\_\_; Corp. Counsel \_\_\_\_\_; Finance Director \_\_\_\_\_

## RollCall-Audio Installation Services

The Jefferson County RollCall-Audio system will utilize the existing in-room audio wiring for each microphone and will be connected to the existing amplifier and speakers installed in the room. Each microphone's volume will be independently adjustable on the new mixers we provide.

1. The audio mixers will be rack-mounted in the backroom and replace the existing mixers.
2. The existing wiring from each microphone will be connected to the new audio mixers, and each microphone volume control knob will be labeled.
3. These new mixers will be connected to your existing amplifier and speakers. We may decide, during testing of the new system, to modify the locations and use of speakers in the room.
4. The existing wires now connected to each microphone will be utilized to connect our new microphones to the new mixers and to your existing sound system.
5. From the date of our receipt of the County's purchase order and deposit for this system, allow up to 4-6 weeks for system assembly and testing prior to delivery. We anticipate that the on-site system installation process will take 1-2 days.

## Pricing Summary/Terms

The price for this revised microphone control system, as described above, is \$31,030.

The Price shown above would be the basis for future years' optional annual maintenance fees, if the County chooses to remain enrolled in this program after the first year. Annual Fee would be \$3,103.

Our Payment Terms for this project are 50% down with the P.O. (\$15,515) and 50% upon system delivery, installation, and training. This pricing is valid until Sept. 30, 2017.

## Additional Notes

This Proposal is based on the agreement that the County Maintenance Dept. will pull a Category-5 network cable from the Boardroom Dais, down the hall, to the audio rack in adjacent room.

The wireless microphones (handheld & lavalier) will not be controlled by the Chairman's Control Computer. They will be turned on/off at the microphone as needed. This will be useful for presentations when only the lectern microphones are necessary. These microphones will be activated by turning on the power to the sound system, but will not need to turn on the RC-A computer.

If there is a concern about taking this project out to bid, Current works, Inc. has sold this product to other WI Counties under the Bid Process. We understand that in such situations, the County may be able to purchase this microphone system using results from other county's bidding process. Two local county Purchasing Agents with information in this regard:

Winnebago County – Laura Forbes [lforbes@co.winnebago.wi.us](mailto:lforbes@co.winnebago.wi.us)

Eau Claire County – Frank Draxler [Frank.Draxler@co.eau-claire.wi.us](mailto:Frank.Draxler@co.eau-claire.wi.us)





## **Proposal**

### **Microphone Systems**

#### **For the Jefferson County, WI Board Room**

**August 16, 2017**

**RollCall-Audio is a Microphone Control System**, a wirelessly-controlled legislative microphone system with request-to-speak (RTS) functions. This RTS feature uses the same wireless voting keypads already being used for your RollCall Voting process.

Your Board can use your electronic Roll Call Voting and RollCall-Audio simultaneously or you can use both systems separately, if desired.

In addition, both systems are easily configured for use by other boards/committees/groups that use the same facility. This versatility is inherent to both systems; there is no extra charge for the configuration of the system to accommodate each group.

In addition, both systems are end user customizable, so when elections or other events change the makeup of any of your user groups, you are able to update the system rosters yourselves.

Maintenance for the first year of this microphone control system use is included in the prices we quote here. Maintenance includes:

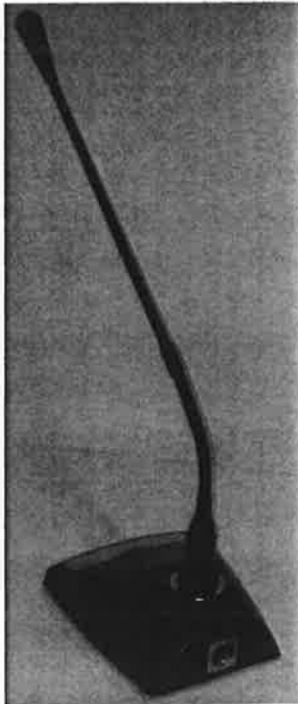
- Delivery & Installation & Initial Training
- Ongoing online training as necessary
- Board/committee layout customization (as a result of elections, new users, etc.)
- Microphone label and Keypad insert customization
- 1 year hardware warranty
- 1 year software upgrade support as developed
- Free shipping of hardware to/from Current Works for any warranty service
- Toll-free phone and e-mail support

In subsequent years and at the County's option, you may continue to be enrolled in our annual maintenance program at the rate of 10% of the initial price of your system.

## RollCall-Audio Microphone Control System

The RollCall-Audio system we deliver to Jefferson County will include:

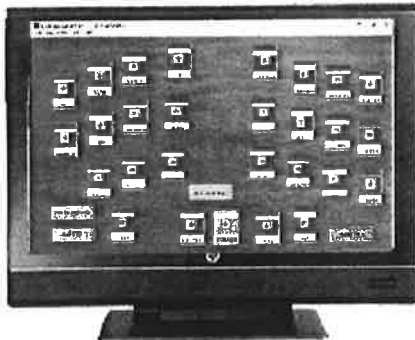
- 24 Gooseneck microphones mounted on movable bases
- 1 Wireless Hand-Held Microphone and one Lavalier Microphone at the Lectern
- 1 Spare Gooseneck microphone with male XLR connection
- 1 Windows Touch Screen Computer control console with RollCall-Audio v.2.0 control software pre-installed and pre-configured for the Jefferson County Board and any other committee/board/group that shares the facility
- 1 USB wireless receiver (to receive "Requests to Speak" from the keypads) and USB cable
- 1 USB wireless transmitter (to send microphone on/off signals)
- 1 USB Hub with external AC/DC power
- 3 Audio mixers (to be rack-mounted into your backroom, replacing existing mixers)
- Installation services (described in detail below)



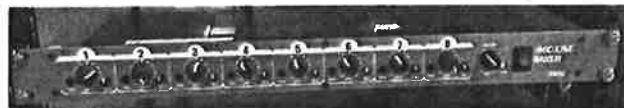
Gooseneck Microphone on movable base



Wireless Hand-Held and Lavalier Microphones for Lectern



Computer Control Screen



Nelson-8 Audio Mixer with Phantom Power

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4. The existing wires now connected to each microphone will be utilized to connect our new microphones to the new mixers and to your existing sound system.
5. From the date of our receipt of the County's purchase order and deposit for this system, allow up to 4-6 weeks for system assembly and testing prior to delivery. We anticipate that the on-site system installation process will take 1-2 days.

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Eau Claire County – Frank Draxler [Frank.Draxler@co.eau-claire.wi.us](mailto:Frank.Draxler@co.eau-claire.wi.us)

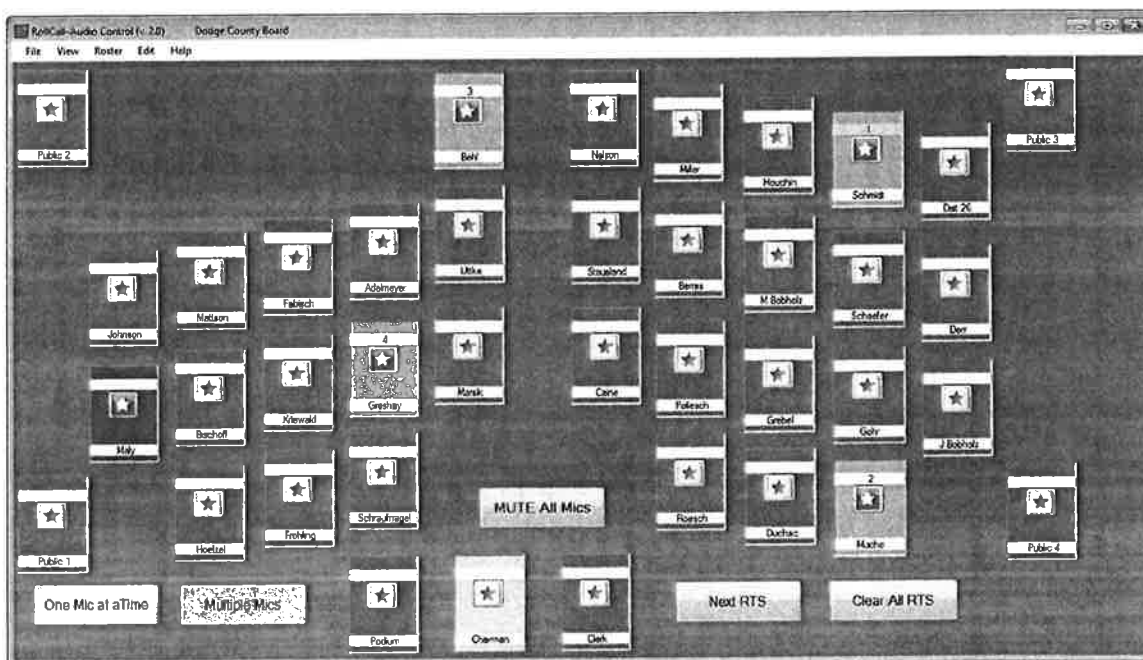
## Addendum to Proposal

### A. Microphone Control System Operation

The RollCall-Audio system will allow the chairperson to operate the microphones in either “One Mic at a Time” or “Multiple Mics” mode.

- In “One Mic at a Time” mode, when the chair turns on a microphone (by either touching an on-screen icon with his finger or clicking on it using a mouse), the previously activated microphone will be turned off automatically. In other words, the chair does not have to first turn off an “on” microphone before turning the next one.
- In “Multiple Mics” mode, the chair can activate any number of microphones (up to the total number of microphones in his group’s configuration) at any time.
- In the “one Mic at a Time” mode, the chair may also utilize a “Next RTS” button which will turn off the active microphone and automatically activate the next microphone in the RTS queue.
- A “Clear RTS” button clears all of the names out of the RTS queue.
- A “Mute All Mics” button mutes all the microphones, except the Chair’s Microphone.
- The chair’s microphone, however, is controlled independently and can only be turn on or off by touching/clicking on that microphone icon. It is not turned off when the chair selects “Mute All Mics” or when using the “One Mic at a Time” mode.

RollCall-Audio also allows the selection of a custom background screen, like the one shown below:



In the screenshot above, the chairman’s microphone is on (shown in yellow). Also Supervisor Maly’s microphone is on and is shown in green. 4 others have requested to speak, and the order in which they



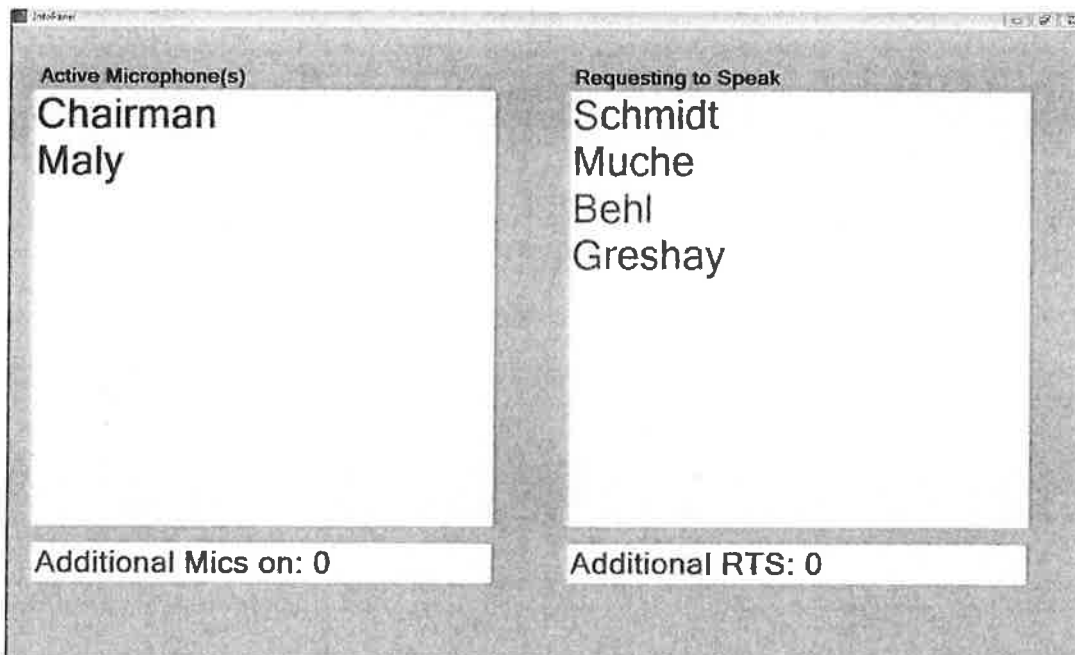
made their requests are shown numerically at the top of their icons with the first in line (Schmidt) flagged in yellow.

In addition, to help the chair take note of incoming requests to speak, a customizable sound may be played each time a member requests to speak. This provides the chair with both a verbal and visual indication of a new RTS.

## **B. Visual Display Option**

RollCall-Audio provides an optional visual display output that is informative and beneficial to the board members, the camera crew, video recording systems and the general public.

RollCall-Audio System produces a second (or external) monitor display which shows the list of the names of speakers whose microphones are currently activated, in bright red color, and those people, in sequence, who are in the "request to speak" queue:



This screen of information is produced automatically by the system and would be appropriate to display during any discussion in the meeting. This screen lets the Board members and the public know when specific members are up to speak. This screen is also helpful to the camera crew to help anticipate the order of speakers. The camera crew might also consider switching their recording input to this screen periodically to inform the viewing audience of who is now speaking and who is in the queue, yet to speak.

Any Questions Please Contact:

Bob Schroyer  
Current Works, Inc.  
(888) 526-1200 ext.104





Date: 8/31/2017  
 Account Rep: Jim Harper  
 Prepared By: Rod Reynolds  
 TP SO #: \_\_\_\_\_  
 TP Sprrt Hrs #: \_\_\_\_\_

**Quotation and Sales Agreement**

**CUSTOMER: Jefferson County**  
 Address: 411 S. Center Avenue  
 \_\_\_\_\_  
 City/State/Zip: Jefferson, WI 53549  
 County: \_\_\_\_\_  
 Contact: Barb Frank  
 Telephone #: \_\_\_\_\_  
 E-Mail: BarbF@jeffersoncountywi.gov

**SHIP TO: Same**  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 County: \_\_\_\_\_  
 Ship Attention To: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_  
 Acct Type: Existing      Ship Via: ESG  
 Install: Managed MAC

Qty	Part #	Description	Unit Price	Extnd'd Price
1		<b>Shure Digital Council Chambers Discussion System:</b> • 24 new Desktop Mic/Speaker Units and powerful audio processor - eliminates feedback - enhances intelligibility • New ceiling speakers in perimeter soffits to accommodate gallery • Auxilliary input wall plate for presenter's laptop audio to be heard through all desktop and perimeter ceiling speakers • Balanced audio line output wall plate for TV crew	\$36,322.30	\$36,322.30
		<b>Details on Schedule A</b>		

**Subtotal:** \$36,322.30

Estimated Lease Opti- N/A  
 60 Month

Estimated rates are based on 0 payments in advance. This is a One Dollar Buy Out Purchase Option. Tax is not included in lease payment. Rates are in effect for 30 days from the date of quote and are subject to credit approval.

**PAYMENT METHOD**  
 P.O.      P.O.#: \_\_\_\_\_  
 Check      Check #: \_\_\_\_\_  
 Lease

**Shipping & Handling:** \_\_\_\_\_  
**Sales Tax:** \_\_\_\_\_  
**TOTAL PURCHASE:** \_\_\_\_\_

**Payment Schedule 50/50**  
(Does not include any applicable taxes or shipping charges.)  
\$18,161.15      50% Upon Contract Signing  
\$18,161.15      50% Upon Installation

**Quotation is valid for 30 days.**

**PROPRIETARY AND CONFIDENTIAL - Do not distribute without the written consent of Enterprise Systems Group.**

**Any additions or deletions to the agreement must be approved in writing by the Purchaser and Seller. The above prices, specifications and conditions are satisfactory and are hereby accepted. Seller is authorized to proceed with work as specified. This agreement is subject to ESG's terms and conditions attached and to the acceptance of any order or any change by an authorized officer of ESG.**

\_\_\_\_\_  
**Authorized Signature**  
 \_\_\_\_\_  
**Enterprise Systems Group**

\_\_\_\_\_  
**Date**  
 \_\_\_\_\_  
**Date**

**SCHEDULE A**

Item Description	Qty
<b>EQUIPMENT</b>	
Shure Discussion System Central Unit - Includes US Power Supply	1
Discussion Unit with monitor speaker	24
Gooseneck Mic. w/LED, w/XLR plug, 20" long, Black	24
Chairman Overlay	1
6.5" Two-way low-profile ceiling speaker	13
QSC Processor	1
Speaker Amplifier	1
20A Smart Sequencer W/ 10Ft Cord	1
Shielded CAT and Audio Wire, connectors, wall plates, cables required to complete the installation	1

**INSTALLATION**

<b>ESG Professional Services:</b>	1
• Remove old Wiring and Mics	
• Retrofit Wiring	
• Remove old Rack-mount equipment	
• Install new Equipment	
• Retrofit install new ceiling speaker in soffit	
• Program system	
• Test	
• Instruct on Use	

**Assumptions:**

- We will abandon in place - all the room's existing ceiling speakers

	<b>Installed System Total:</b>
\$	<b>36,322.30</b>

**SHURE**<sup>®</sup>

LEGENDARY  
PERFORMANCE™



 DDS 5900 Digital Discussion System

**WHAT GREAT SOUND  
LOOKS LIKE.**

# Raise your expectations, not your voice.

Whether your meetings let people innovate, educate, or legislate, effortless and effective communication is key to getting the job done.

With clear sound and simple setup, the Shure DDS 5900 Digital Discussion System makes it easy to hear and be heard, without shouting or straining.

The DDS 5900 combines the microphone, loudspeaker, interpretation audio, and user controls in an integrated system. Now with a choice of both flush-mount and portable discussion units, the DDS 5900 enables meeting participants to hear each other clearly or join in videoconferences. Easy to configure and expand, the DDS 5900 is equally at home in historic buildings and contemporary meeting spaces. It's the ideal all-in-one audio solution for:

- Corporate meeting rooms
- City councils and regional government bodies
- Educational institutions
- Courtrooms
- Non-profit organizations



## Why use a discussion system?

### Sound Quality

The DDS 5900 system delivers consistent sound quality everywhere in the room, regardless of room size or acoustic conditions.

### Convenience

Microphones can be voice-activated, push-to-talk, or controlled by the meeting leader. A light ring on each microphone indicates who is speaking.

### Control

Control the system using your smartphone, tablet, PC, or a third-party room control system.

### Scalable Hardware

The DDS 5900 system can be expanded to accommodate up to 250 users as your needs grow.

### Global Capability

The DDS 5900 allows for simultaneous interpretation of two additional languages heard through headphones connected to the discussion unit.

### Complete Flexibility

Add wireless microphones for presenters, an audio recorder, or an external PA system for the audience as needed.

### Plug-and-Play Simplicity

Discussion units connect in a 'daisy-chain' using standard shielded CAT5e cables, so setup is quick and easy.

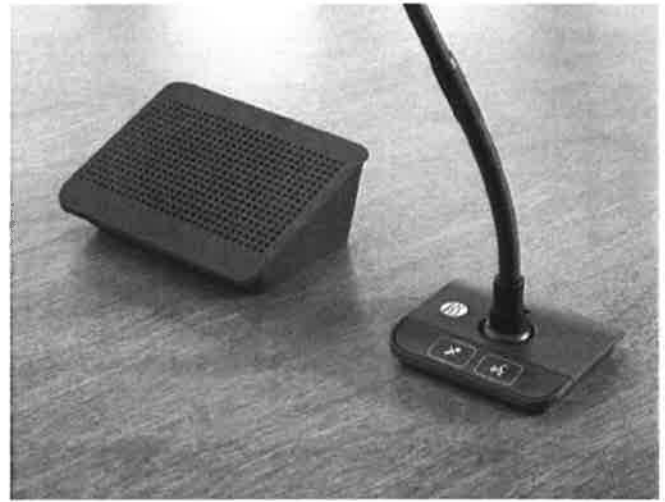
### Secure Audio Transmission

The system is fully digital, and audio is scrambled to prevent eavesdropping.

## NEW DC 5900 F Flush Mount Discussion Unit

For permanent installations that demand a sleek appearance, the DC 5900 F Flush Mount Discussion Unit offers a compact footprint with no visible wiring.

The DC 5900 F uses an innovative modular design that provides numerous configuration options to suit a wide variety of applications.



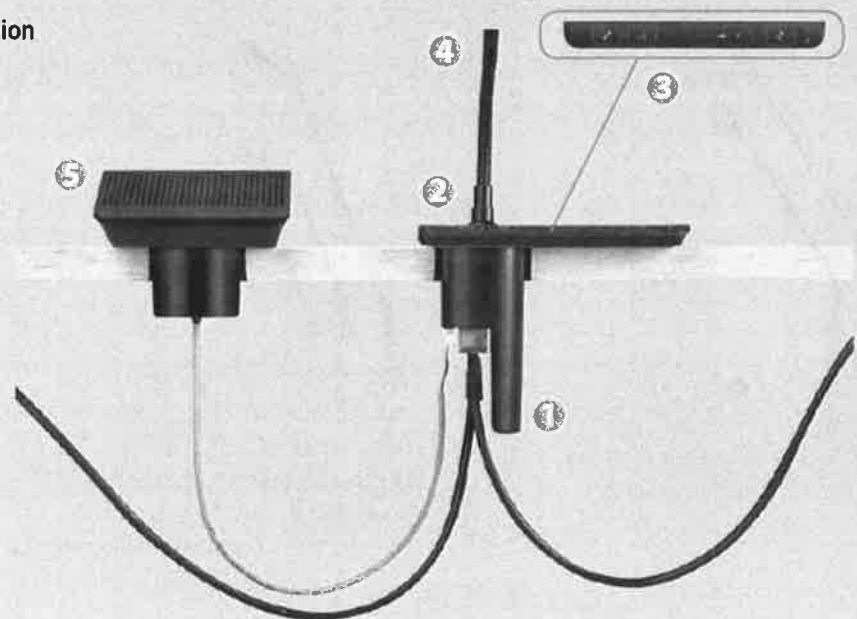
### Automatic Configuration

The DC 5900 F is the first conferencing unit to automatically configure itself as a Chairman or Delegate unit. Sensors in the front plate detect which button overlay has been attached, which dictates how the unit operates.

### Microflex® Microphone Compatibility

The DC 5900 F discussion unit is compatible with GM-series gooseneck microphones and selected Microflex gooseneck models (adapter required). This gives system designers expanded options to select the most appropriate polar pattern and gooseneck length for the room acoustics and table layout.

### Flush Mount Discussion Unit Configuration



- 1 A base unit mounts securely in a round hole drilled in the table surface.
- 2 A front plate – available with or without interpretation audio monitoring - attaches to the base unit.
- 3 A button overlay attaches to the front plate, providing user controls and indicators.
- 4 A gooseneck microphone plugs into the base unit, and can be locked in place.
- 5 An optional loudspeaker mounts to the table, and provides sound reinforcement.

# DDS 5900 Flush Mount Components

## Base Unit



### DC 5900 F

Base Unit

- Installs in 2-1/8 inch (53 mm) hole
- Attaches to table from top; cables connect on bottom

## Front Plates



### FP 5921 F

Front Plate

- Attaches to top of base unit
- Automatic configuration as Chairman or Delegate unit



### FP 5981 F

Front Plate

- Attaches to top of base unit
- Automatic configuration as Chairman or Delegate unit
- 3,5mm earphone jack with volume control for monitoring floor language or translation

## Button Overlays

The overlay affixed to the front plate configures the unit as a Chairman or Delegate and determines which features are available to the user.



### FP 5921 F OL 1

Delegate with SPEAK and MUTE buttons



### FP 5921 F OL 2

Delegate with SPEAK button



### FP 5921 F OL 3

Chairman with SPEAK and DELEGATES OFF buttons



### FP 5921 F OL 4

Delegate with no buttons



### FP 5981 F OL 5

Delegate with SPEAK, MUTE, HEADPHONE VOLUME, and CHANNEL SELECTION buttons



### FP 5981 F OL 6

Delegate with SPEAK, HEADPHONE VOLUME, and CHANNEL SELECTION buttons



### FP 5981 OL 7

Chairman with SPEAK, DELEGATES OFF, HEADPHONE VOLUME, and CHANNEL SELECTION buttons

## Gooseneck Microphones



**GM 5923** Cardioid 16 inch (40 cm)

**GM 5924** Cardioid 20 inch (50 cm)

- Red LED indicates mic is active
- Flexible at bottom; rigid at top



**MX405 R/LP** 5 inch (13 cm)

**MX410 R/LP** 10 inch (25 cm)

**MX415 R/LP** 15 inch (38 cm)

- Red LED indicates mic is active
- Flexible at top; rigid at bottom
- Requires mic cartridge sold separately (R183 omni, R184 supercardioid, or R185 cardioid)
- Requires AC 5901 adapter; not compatible with DC 5980 P portable discussion unit

## Loudspeaker



### LS 5900 F Loudspeaker

- Installs in 2-1/8 inch (53 mm) hole
- Attaches to table from top
- Connects to base unit from underneath via attached cord with modular connector

## DDS 5900 Portable Components

### DC 5980 P

Discussion Unit

With its compact table top design and soft-touch buttons, the DC 5980 P enables for meeting participants to activate or mute their microphone. The high-quality loudspeaker makes it easy to hear everything, and a built-in headphone jack with volume control provides access to the two interpreter channels. The DC 5980 P can be configured as a Chairman, Delegate, or Interpreter unit.



## DDS 5900 Headphones



**DH6021**  
Stereo Headphone



**DH6225**  
Earclip Headphone



**DH6223**  
Stethoscopic Headphone

## DDS 5900 System Components

### CU 5905

Central Unit

The CU 5905 is the "brain" of the DDS 5900 system. It powers up to 60 discussion units, and can control up to 250 units. It keeps track of microphone activation, encrypts the audio, and routes floor and interpreter audio to each discussion unit. An extra input lets you add a presenter wireless mic or audio playback; extra outputs can connect to a videoconferencing system, audio recorder, or audience PA system.



### Included Browser-Based Interface

Accessible from your smartphone, tablet, or PC\*

Before the meeting, select the microphone activation mode, enter the names of meeting participants, and configure external audio inputs and outputs.

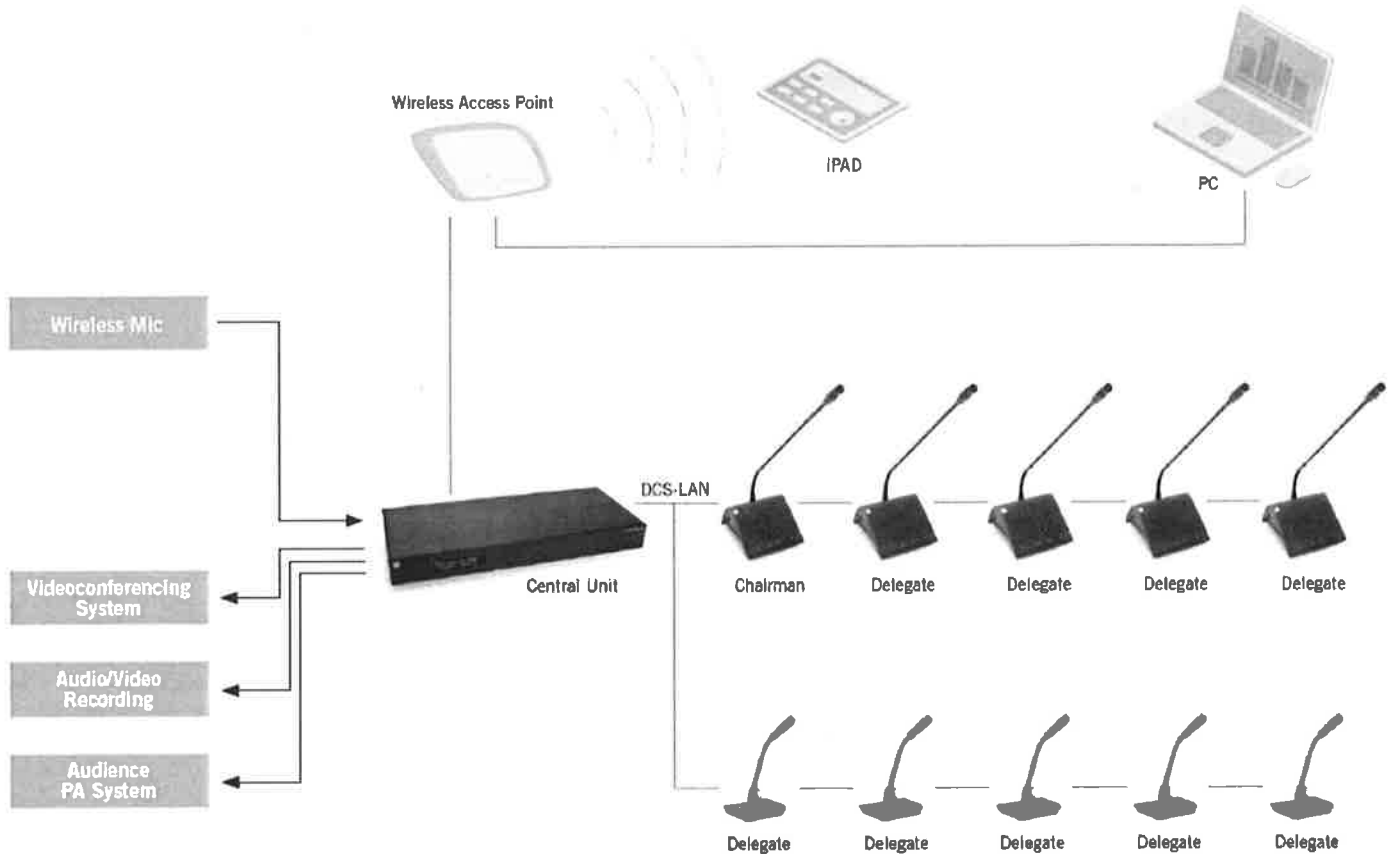
During the meeting, the meeting leader or an administrator can monitor and control microphone activation from the screen.

\* Smartphones and tablets require WiFi access point, not included



# DDS 5900 Specifications (Note: All specifications subject to change.)

SYSTEM	Maximum # of units	Up to 60 (powered by 1 CU 5905) Up to 250 (with additional equipment)
CU 5905 CENTRAL UNIT	DCS-LAN Connection	RJ45 (2)
	Analog audio input	XLR-3 female, line level
	Analog Emergency Evacuation Message input	XLR-3 female, line level
	Analog Audio Outputs	XLR-3 male, line level (4)



**SHURE**  
LEGENDARY  
PERFORMANCE™

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