



CITY OF WASHINGTON, ILLINOIS
City Council Agenda Communication

Meeting Date: May 20, 2024

Prepared By: Jim Snider, City Administrator

Agenda Item: BNCO Consulting Agreement for operation of our equipment for streaming council meetings

Explanation: Members of the City Council have previously reviewed information about the costs to provide a system to begin live streaming of our regular meetings.

Item A is BNCO Consulting's agreement to provide personal services in operating our new audio/visual equipment to stream our meetings at Five Points.

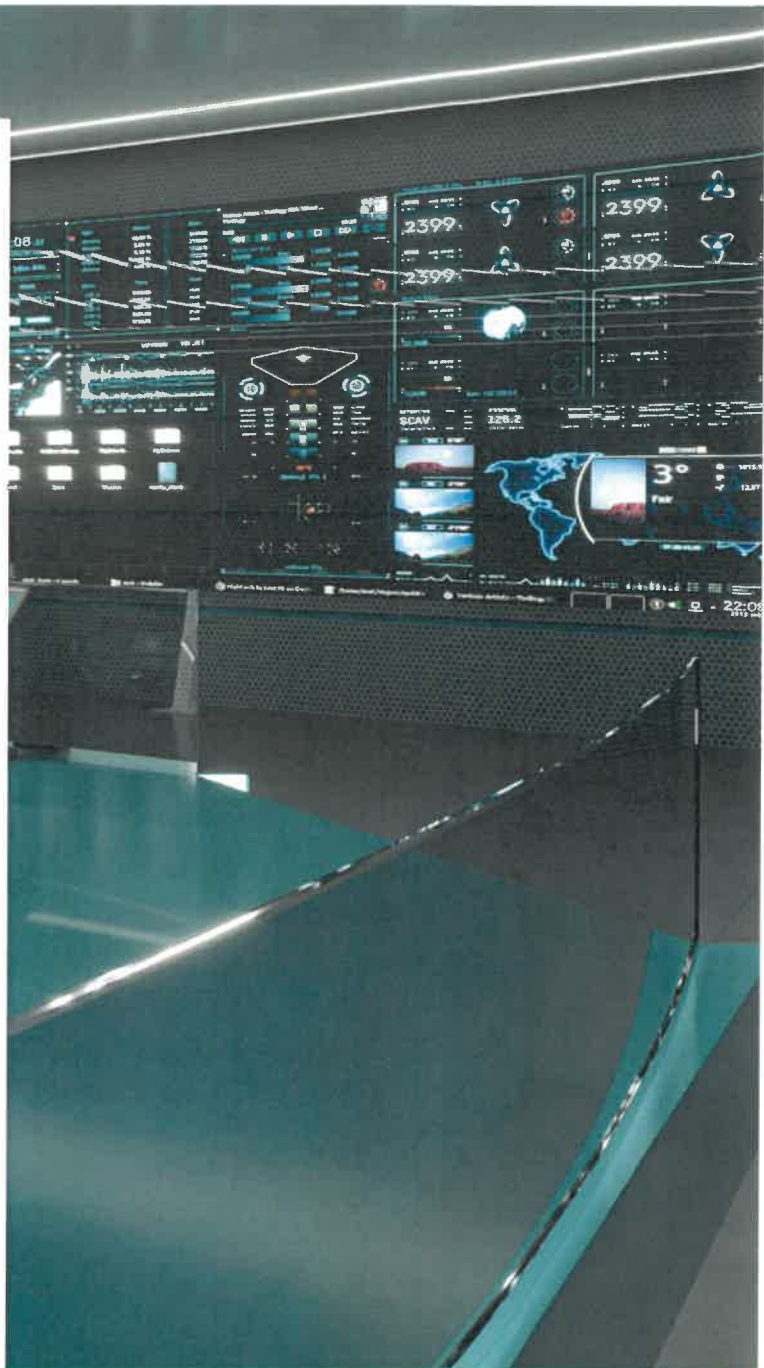
Fiscal Impact: \$500 per meeting for an initial six-month period. We have \$150,000 allocated in the FY25 budget for expenses related to setting up operations to begin to stream our council meetings.

Action Requested: Consideration by the City Council to enter into a professional service agreement with BNCO Consulting to operate the system as outlined by the Pearl Technology's Contract.

City of Washington City Council Meetings

MAY 9

BNCO Consulting
J. Caldera



BNCO
CONSULTING



Thank You For Choosing BNCO Consulting

Redefining The Audiovisual Experience

BNCO is pleased to present the following proposal for audiovisual services.

BNCO believes that our long-lasting relationships testify to our outstanding client satisfaction. These relationships along with our integrity, innovation, partnerships and teamwork are vital to the success of BNCO and have prepared us to join you in your mission to create sustainable, world-changing solutions that impact lives.

The team at BNCO are recognized leaders in the audiovisual industry, with the belief that together we can achieve great things. This is accomplished through teamwork internally, teamwork with your personnel, and the continuing education of our staff and yours. Our mission and core values help to solidify our strategic partnerships with our clients.

BNCO understands the challenges associated with the traditional AV channels on an enterprise or global scale. Our team members have years of experience designing, servicing and deploying small to large scale enterprise systems. We work to provide non-proprietary solutions that eliminate variables, mitigate risk and increase room uptime for our clients. The goal of a modern BNCO solution is to increase user adoptability through standardization and a simplified experience.

Should you have any questions, concerns, or to discuss options please reach out to us at any time. We are confident you will be highly satisfied with your decision to collaborate with BNCO Consulting. The services outlined within are easily adaptable based on your ever-changing needs and serve as a starting point for our collaboration together. We look forward to working with you on this project.

Scope of Work

This proposal shall provide one AV technician on the first three Mondays of each month (Tuesday or alternative day in the event of a holiday) to setup, operate, and strike the audiovisual system provided by Pearl Technology. Operation will include live help of the Televic discussion and voting system, video presentation switching, video streaming/recording, and use of the speaker PA system.

This will be for a contracted term of 6 months (billed monthly) with the option for renewal at the end of the term. Should the contract begin mid-month the price for that month will be adjusted/prorated accordingly.

A. Solution Cost, Terms, & Assumptions

The following fees are based on the project schedule, our standard hourly rates, experience with similar projects, and estimated level of effort required to complete each task. Please note that at the conclusion of the schematic design phase, if the project is not as extensive, or more extensive than anticipated, fees for later phases can be renegotiated. (BNCO has prepared these fees on a variety of assumptions.)

<i>Per Meeting Cost</i>	<u>\$ 500.00</u>
Contract Total	\$ 9,000.00

Proposal Acceptance

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 services including the phases for which I have selected. I also acknowledge that the client authorizes me to order the service as listed within this agreement.

Client Signature:

_____ *Date* _____

Print Name:

Title:

Company:

Terms

All invoices are due net 15 and billed monthly throughout the duration of the contract. Payments due and unpaid under the contract shall bear interest from the date the payment is due at the Prime Rate published by J.P. Morgan/Chase Bank, plus two percent (2%) per annum, not to exceed the maximum rate permitted by law ("Default Rate"). Credit card purchases are subject to a 4% transaction fee