



Agenda Item #: _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Aldinger and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Lindy Coe-Juell, Assistant to the City Manager
Liza Tamura, City Clerk

DATE: December 4, 2007

SUBJECT: Consideration of a Granicus Council Meeting Management System and Audio Visual System Update for the City Council Chamber and, Based on Council Direction, Appropriate \$60,037.67 from the CIP Fund Balance for the Updates

RECOMMENDATION:

Staff recommends that the City Council consider the purchase, installation and integration of the Granicus meeting management system and the Western Audio Visual Corporation audio visual (AV) system update for the City Council Chamber. Should Council choose to move forward with this item, staff recommends that the City Council: a) waive formal bidding per Municipal Code Section 2.36.140 (waivers), 2) appropriate \$60,037.67 from the unreserved Capital Improvement Plan (CIP) balance, 3) award an order of \$29,826.83 to Granicus for the meeting management system, and 4) award an order of \$97,851.54 to Western Audio Visual Corporation for the City Council Chamber AV system update and Granicus system integration.

FISCAL IMPLICATION:

The total cost of purchase, installation, integration and training for the Granicus system and the AV update is \$127,678.37. During the October 18, 2005 City Council meeting, Council approved \$240,000 in the FY 2005/2006 CIP for Council Chamber refurbishment projects to include replacement of the audience chairs, the carpeting and lobby floor tiles. These projects have been completed and \$67,640.70 remains in the CIP carry forward project budget for the City Council Chamber refurbishment. Staff recommends using this remaining balance for the Granicus meeting management system and AV system update and appropriating the additional \$60,037.67 needed for the updates from the unreserved CIP fund balance. The available unreserved CIP fund balance is approximately \$1.9 million.

The cost of the Granicus meeting management system is \$25,991.75 and includes MinutesMaker software, system servers, installation, configuration, three days of on-site training for staff and a custom software application for public display of the meeting agenda titles. Granicus charges a monthly management service fee of \$639.18, which will cover all updates to the software (including the most up-to-date electronic voting system software, should Council decide to pursue that technology in the future), and 24/7/365 support. This management fee would begin once the

Granicus meeting management system is operational. If the award of order is given this evening, Granicus estimates that the system would be operational in late January or early February 2008. The proposed award of \$29,826.83 to Granicus would cover the first six months of the management fee. After the first six months, the ongoing fee would be included in Council's budget.

The cost of the AV updates is \$97,851.54 and includes purchase and installation of two 65-inch HD plasma flat screen panel displays for the audience to view, twelve gooseneck microphones with LED on/off light displays, a 15-inch display panel for the City Clerk, a 42" plasma display for Council (to be located in the Chamber pit), a digital document reader/presenter and all required cabling, electronics, shelving, engineering, drafting and installation management.

BACKGROUND:

On November 6, 2007, staff presented proposals, and related background information, from Granicus and Western Audio Visual Corporation for an electronic voting system and AV updates for the Council Chamber (see attached staff report). After receiving the presentation and additional information from the Granicus and Western representatives at the meeting, Council asked staff to return at a later date with revised proposals. Specifically, Council requested revised proposals that would show the cost differences from the original proposals to include:

- The Granicus system to include the MinutesMaker component without the interactive Council electronic voting component.
- A customized Granicus software solution that would allow for public display of agenda titles.
- An AV proposal to include one large display panel for Council while removing the 5 interactive touchscreen display panels for Council along with removing the associated servers and other related equipment.

Granicus and Western have submitted the revised proposals, which are attached. The original Granicus proposal (not including the monthly management fee) was \$31,458.63. The revised Granicus proposal (not including the monthly management fee, which remained the same) is \$25,991.75 for a cost difference of approximately \$5,500 less than the original proposal. The original Western proposal was \$117,042.17. The revised Western proposal is \$97,851.54 for a cost difference of approximately \$19,000 less than the original proposal. Overall, the revised combined Granicus and Western proposals are approximately \$25,000 less than the original proposals.

DISCUSSION:

A benefit of an electronic voting system considered by Council during its November 6th meeting would be the ability for Council to vote simultaneously and for the results of that vote to be automatically recorded into the minutes template (which makes the process of creating the minutes more efficient for staff). If Council decides to approve the revised proposals, these two features will not be available. However, there are several other benefits that would be realized with the revised proposals:

- The agenda item titles will be displayed on the two plasma screen panels for public view during the Council meetings.
- The MinutesMaker software will allow for full text keyword search functionality for the

meeting minutes that will be posted to the City's website (currently only the agenda titles are full text searchable).

- The projector and pull-down screen currently used to display presentations and other media in the Council Chamber would be replaced by the plasma screens displays
- The AV specialist expects that the new microphones will enhance the audio quality of the webstreaming and video archive.

The voting system component of the Granicus solution is a fairly new technology offered by Granicus. There are currently 9 cities in the Southern California area that have adopted the voting system technology, including Torrance and Chino. The staff in those two cities report being pleased with the increased efficiency of preparing minutes and in the ability to display the results of the Council vote to the public during the meeting. However, there are a considerable number of cities (27) in Southern California that use the MintuesMaker component of the Granicus solution that have not yet incorporated the voting system.

Should Council decide to approve the current revised proposal from Granicus, Council would be able to direct the purchase and installation of the voting system component at a later date and would receive the most current software technology available at that time. Granicus has indicated that it is difficult to provide an accurate estimate of the future purchase cost of the voting component because they cannot predict whether the technology will stay about the same and possibly result in a cost savings if many cities incorporate the same technology, or if customers will push for more advanced and unique solutions that could be individually more costly.

It should be noted that should Council decide to add the voting component at a later date the AV hardware and related electronic components (as well as the mill work to allow the display panels to be recessed in the dais) will require additional cost at that time. Western has estimated that the current cost savings of approximately \$19,000 in their revised proposal could increase by 10-20% due to material cost increases in the next 5 years.

ALTERNATIVES:

1. Approve current revised proposals and follow the recommended actions above.
2. Provide other direction.

ATTACHMENTS:

- A. Electronic Voting System and AV System Update Staff Report Dated November 6, 2007
- B. Revised Granicus Proposal Dated November 30, 2007
- C. Revised Western Audio Visual Corporation Proposal Dated November 12, 2007



Agenda Item #: _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Aldinger and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Lindy Coe-Juell, Assistant to the City Manager
Liza Tamura, City Clerk
Leilani Emnace, Information Systems Manager
Gwen Eng, General Services Manager

DATE: November 6, 2007

SUBJECT: Consideration of an Electronic Voting System and Audio Visual System Update for the City Council Chamber and, Based on Council Direction, Appropriate \$84,695.18 from the CIP Fund Balance for the Updates

RECOMMENDATION:

Staff recommends that the City Council consider the purchase, installation and integration of an electronic voting system and audio visual (AV) system update for the City Council Chamber. Should Council choose to move forward with this item, staff recommends that the City Council: a) waive formal bidding per Municipal Code Section 2.36.140 (waivers), 2) appropriate \$84,695.18 from the unreserved Capital Improvement Plan (CIP) balance and, 3) award an order of \$35,293.71 to Granicus for the electronic voting system, and 4) award an order of \$117,042.17 to Western Audio Visual Corporation for the chamber AV system update and Granicus integration.

FISCAL IMPLICATION:

The total cost of purchase, installation, integration and training for the electronic voting system and the AV update is \$152,335.88. During the October 18, 2005 City Council meeting, Council approved \$240,000 in the FY 2005/2006 CIP for Council Chamber refurbishment projects to include replacement of the audience chairs, the carpeting and lobby floor tiles. These projects have been completed and \$67,640.70 remains in the CIP carry forward project budget for the City Council Chamber refurbishment. Staff recommends using this remaining balance for the electronic voting and AV systems update and appropriating the additional \$84,695.18 needed for the updates from the unreserved CIP fund balance. The available unreserved CIP fund balance is approximately \$1.9 million.

The cost of the electronic voting system is \$31,458.63 and includes the software, system servers, installation, configuration and three days of on-site training for staff and City Council. Granicus charges a monthly management service fee of \$639.18, which covers all updates to the software, 24/7/365 support, and proactive monitoring of the system. This management fee would begin once the voting system is operational. If the award of order is given this evening, Granicus estimates

that the system could be operational for the January 15, 2008 Council meeting. The award of \$35,293.71 to Granicus would cover the first six months of the management fee. After the first six months, the ongoing fee would be included in Council's budget.

The cost of the AV updates is \$117,042.17 and includes purchase and installation of two 65-inch HD plasma flat screen panel displays for the audience to view, twelve gooseneck microphones with LED on/off light displays, 15-inch display panels for Councilmembers and the City Clerk, all required cabling, electronics, and labor and millwork to reconfigure the dais to allow the 15-inch monitors to be partially recessed.

BACKGROUND:

In 1990, the City Council purchased and began using an electronic voting system that consisted of push buttons and lighted public display of the vote results. Due to computer complications, the system failed beyond repair in 2000. Since that time, the City Council has been using a verbal call for vote and verbal report of voting results. Although this verbal system has worked, several Councilmembers have expressed interest in an updated system. Benefits of moving to an electronic voting system include visual public display of the agenda items and motions, the ability for Councilmembers to vote simultaneously, and visual public display of the recorded vote.

Several types of electronic voting systems are available ranging from simple lighted vote displays to more sophisticated electronic interfaces. The most audience-friendly system reviewed by staff utilizes modern visual displays, such as rear projection or flat screen panels, for display of the agenda items, presentation materials and voting results. In our Council Chamber, the most practical modern visual display would consist of two plasma flat screen panels. The work of an AV specialist is required to integrate the voting system with the display panels. Since this visual display update is necessary for a new electronic voting system, the AV specialist could provide other updates while doing the integration work. If Council decides to move forward with the electronic voting system, it would be an opportune time to update the presentation system (eliminate the projector) and microphones in the chamber.

Overall, the integrated voting and AV system would consist of 15-inch individual display panels for the Councilmembers and the City Clerk and two large audience display panels in addition to a voting system interface for the City Clerk and Mayor. The display panels for the Councilmembers have touch screen technology to accommodate making motions and placing votes. The City Clerk would use the display and voting system software interface to bring up each agenda item, call for the vote, record motions and record the vote results. From their individual display panels, the Councilmembers would be able to view agenda items, view attached staff reports and other documentation, make motions using the touch screen technology, view presentations, view the live broadcast and vote using the touch screen technology. The Mayor's interface would allow for a request to speak function for Councilmembers and audience participation, should the Council decide to use this feature.

Two 65-inch flat screen plasma panels would be installed on either side of the center chamber wall for the audience to view. These display panels would show the current agenda item and motion, would be used to display presentations of all media and would show the results of each vote taken by Council. Additionally, the gooseneck microphones would each have a clearly displayed red LED light that indicates that the microphone is on. The AV specialist expects that these new

microphones will enhance the audio quality of the webstreaming and video archive. The proposed cordless microphone has been provided by the AV specialist in several other cities and used with consistent, successful results.

DISCUSSION:

In May 2007, the City Clerk conducted a survey through the League of California Cities to find out how many cities are using an electronic voting system and, if electronic, to find out what vendor is used. Of the cities that responded, we found that 58% use a verbal system and 42% use an electronic system. Of those that use an electronic voting system, half use Granicus and the other half use a number of different electronic systems. Based on the responses from the City Clerks and a search of products available through trade magazines and on the internet, staff scheduled phone conferences with web-connection display for five electronic voting system vendors.

Through the web-connection display staff was able to view demonstrations of each voting system as we held the conference call with the vendors. Staff eliminated one vendor because the technology was a push-button with lighted vote result display and would have simply replaced the old technology used prior to 2000. Another vendor was eliminated because we found that they actually specialize in the display panels for the elected body to use in voting, not the voting software. Among the three remaining vendors, staff agreed that the Granicus system had the most user-friendly Council/Clerk interface and the most clearly arranged and understandable screen views (listing of agenda items, motions and voting results) for public display. Staff conducted a site visit to the city of Chino (see pictures below) and staff along with Mayor Aldinger and Councilmember Cohen visited the City of Torrance; both cities had recently had the Granicus electronic voting system installed. Both cities' staff reported being very happy with the system due to improved public display of agenda items and voting results and for increased efficiency in meeting flow.

City of Chino Council Chamber:

Dais with Councilmember Display Screens



Flat Screen Panel for Audience to View



If the City Council decides to move forward with an electronic voting system, staff recommends the Granicus system for several reasons. As mentioned above, the Council/Clerk interface was the most user-friendly of the systems we reviewed. Additionally, Granicus has an added feature called Minutes Maker that is designed to make the process of creating minutes more efficient by recording the attendance, motions and votes in an electronic template. The minutes, as created

using this template, would be cross-linked to our Granicus archived video/audio recordings (available on our website) and would be keyword searchable. Staff has received very positive feedback from other cities already using the Granicus voting system regarding the quality of the system, installation and ongoing service. Finally, staff has been very pleased with the service from Granicus for our current webstreaming and audio/video recording.

If the City Council decides to move forward with an electronic voting system, staff recommends using Western Audio Visual Corporation for the integration of the voting system and installation of other equipment to include the two 65-inch flat-screen plasma display panels for audience viewing, the 15-inch display panels for the Councilmembers and the City Clerk, Crestron control panels for the City Council (allows Councilmembers to toggle between the agenda item, voting system display and live broadcast) twelve gooseneck microphones (7 at the dais, 1 for the City Attorney, 1 for the City Manager, 2 for the City Clerk's station and 1 for the public podium) and a new cordless microphone. Staff recommends using Western because they have successfully integrated the Granicus voting system with AV equipment in several other cities' Councilchambers. Staff has received positive feedback from other cities regarding their product and installation service.

November 30, 2007

To: The City of Manhattan Beach
Lindy Coe-Juell
Assistant City Manager
Via email

Lindy,

I've consulted our Development Director for the custom software development Council directed. To utilize the Public Display without council using the Voting System plus displaying the motion text in conjunction with the vote record would cost Granicus an estimated 100 hours to design, develop, test, and deploy to Manhattan Beach. I've included that custom development cost into this proposal. If you have any questions, please don't hesitate to let me know.

The following proposal represents a guarantee. When you receive a proposal from Granicus, we promise to perform enough due diligence such that we will deliver your solution on-time, on budget and with no surprises.

Very Kind Regards,

Matthew Mincks
Southern California Regional Director
Granicus, Inc.

Proposed Solution Pricing

Software Modules

| | | | |
|--|------------|-------|--------------------|
| MinutesMaker(1 Meeting Body) | | | \$2,250.00 |
| VotingSystem Meeting Server (Manages Public Display Server) | | | \$2,250.00 |
| VotingSystem Public Display Server (Software Application for Public Display) | | | \$900.00 |
| | Sales Tax+ | 8.25% | \$445.50 |
| Software Subtotal | | | \$ 5,845.50 |

Professional Services

| | | | |
|---|------------|-------|-------------------|
| Software Installation and Configuration | | | \$2,812.50 |
| On-Site Training (3 Days) | | | \$5,400.00 |
| Phone/Web Training (2 hours) | | | \$300.00 |
| (2) - Document Templates | | | \$1,350.00 |
| | Sales Tax+ | 8.25% | \$0.00 |
| Professional Services Subtotal | | | \$9,862.50 |

Custom Software Development

| | | | |
|---|------------|-------|--------------------|
| Custom Public Display Application Upgrades (Motion text with Vote Record) | | | \$9,500.00 |
| | Sales Tax+ | 8.25% | \$783.75 |
| Custom Software Development Subtotal | | | \$10,283.75 |

| | | | |
|--------------|-------------------------|--------------|--------------------|
| | Total Sales Tax+ | 8.25% | \$1,229.25 |
| Total | | | \$25,991.75 |

Total Monthly Managed Services **\$639.18**

This Proposal was generated by **Matt Mincks** of **Granicus, Inc.** on **11/30/2007** and it expires on **5/30/2008**.

+ Additional sales tax may apply depending on your organization's tax status and the tax laws unique to your state, county and/or municipality.

The Total Monthly Managed Service Fee is based on a month-to-month basis and is valid so long as the city maintains the service with Granicus. A 30 day notification from the City is required to discontinue the Granicus service.

Granicus MediaManager™ Software

Granicus MediaManager™ consists of a set of web-based software tools designed to efficiently organize and manage your public meeting and non-meeting content. These tools put the control of web publishing, public meeting workflow and system reporting into the hands of non-technical users.

Public Site:

Our solution includes several pages for your Internet users to access on-demand media and live broadcasts. Users will use these pre-built pages to search out specific footage, and jump to specific events within your audio/video archive. The Granicus solution also allows for a key word search based on all of the index points associated with the City's complete library of video archives. This functionality substantially increases the convenience of access to and use of meeting archives. Around these core pages you can instantly control user access using a registration and log in system. All public web pages are seamlessly integrated into your current website, so that the look and feel of your site remains consistent.

Protected Administration Site:

As a client of Granicus, you will have access to a web based administrative site that will allow you to create and manage archives, schedule and index live events, link documents and minutes of meeting to the video, view real time usage reporting, and configure content distribution. You will also have access to a series of video editing tools that can be used to enhance your on-demand content once it has been broadcasted or encoded.

- ***Media Acquisition tools*** give you the ability to add audio and video content to your content library from a variety of sources. Utilizing the Granicus Outcast™ encoder, live events can be simultaneously broadcast and archived to the library easily and directly through the live event manager. During a broadcast you can add times stamped data, such as agenda item indices or slides, allowing you to create rich multimedia presentations. You are also given a simple media import tool that can be used to import any pre-encoded content from your desktop into your archive listing. Finally, the Granicus Outcast™ encoder, which is included with MediaManager™ - Basic, can be used to encode your analog video by replacing the live signal with that of a standard video playback device such as a standard VCR or DVD player. In this scenario, the same capture tools for managing a live broadcast can be used to make your valued offline content available online. Granicus also offers in house from encoding from VHS or DVD as part of our professional services.
- ***Automatic Live Event Scheduler and Archive Publishing*** - Live events, such as City Supervisors meetings, can be easily scheduled to be both broadcast live and archive through the Granicus Live Event Manager. By utilizing this tool, the City will not require staff time or technical assistance to start, stop or archive their live events. Archives are automatically transferred from the Granicus OutCast™ encoder to the Granicus MediaCenter™ and automatically published the City's web site. These features substantially decrease the need for staff time to manage content creation and publishing to the City's web site.
- ***Media Clip Administration*** provides clients the tools to create, edit, delete, index, trim and merge digital video clips. Once the media is in the archive library you can utilize indexing tools that allow you to set multiple "Jump To" points into the video, providing your end user the ability to easily navigate your streaming content. Various other editing and organizational tools allow you to modify your archives and add to the searchable Meta data associated with each archive.

- **Meeting Agenda Parser** allows the City to index its video archives based on agenda item titles, by automatically pulling the agenda item titles and descriptions from the City's agenda and loading them into the Granicus MediaManager™. These agenda item titles are then loaded into the live event manager, which allows you to index your video in real time by simply clicking on an agenda item title and pressing enter when the council or board begins discussing that issue. Other solutions, if they offer indexing, force you to manually retype and load the text for each agenda item. The Agenda Parser feature assures quality indexing and substantially decreases the staff time need to create indices.
- **Searchable Indexes** – Audio and Video archives, which are viewable over the Internet, can be easily indexed with multiple jump points through the Granicus MediaManager™ software. These indexes allow users to jump directly to the specific point in the City's audio/video archive. The Granicus solution also allows for a key word search based on all of the index points associated with the City's complete library of video archives. For example a key word search on "Water" will return to the user a direct link to all of the audio/video archives, which discuss water usage in the City. This functionality substantially increases the convenience of access to meeting archives.
- **Searchable Closed Captioning** – The Granicus solution supports the use of closed captioning, and the association of the captioning with the streaming media. Captions are viewable during live and archived streaming for full ADA compliance. For archived meetings the captions can also be searched by key words allowing the user to jump to the appropriate point in the video archive. In addition captions can also be used to create a transcript for a particular agenda item through the Granicus MediaManager™ Software.
- **Document Management** enables documents to be manually loaded and linked to video archives and directly associated to the appropriate agenda items, resulting in a searchable archive that includes both the audio/video record of your meeting and the staff reports or other documents that were used during the meeting. Cross-linking documents and audio/video archives provide the most comprehensive records archive system available. To improve the efficiency of integrating and linking your meeting documents with your meeting audio / video see the Document management Integration option included with MinutesMaker™.
- **CD Download with Indexing** – Audio/Video Archives can be quickly downloaded and burned to CD by any administrator of the Granicus solution. The CD download also includes the agenda item indexing information so users of the CD can still jump directly to the agenda items they are interested in. This tool conveniently provides offline copies of your meetings for those citizens without Internet access.
- **Media Delivery** subsystems, such as the Granicus StreamReplicator™ and MediaVault™, maximize your existing infrastructure investment by allowing you to deliver content using local storage and bandwidth when appropriate. These systems function transparently as part of the Granicus solution, and complement the robust delivery architecture at the Granicus MediaCenter™. No special training is required to operate these devices as they function autonomously and are controlled by Granicus MediaManager™ software.
- **Summary Reports** provide you with detailed usage reports concerning: streaming requests, average user bandwidth, outbound bandwidth, content popularity, and media storage usage.

- ***Complete Template Language*** – The Granicus MediaManager™ software uses a tag-based template language to display all published content. This allows you to finely control the look and feel of your video and video-related pages, and does not restrict your layout like a header/footer based publishing system would. These templates can be easily managed through our HTML editor by your webmaster.
- ***Views System*** – The views system is the counterpart to the template language. The Granicus MediaManager™ software allows you to publish video archives and a list of upcoming live broadcast to the web by creating views. To create a view you simply select the appropriate template and specific content you would like to have published. For example, a City may want to publish all of its City Council archives and the upcoming live broadcast of the City Council meeting on one webpage. To do this simply select the City Council archive folder and City Council event and then select the appropriate template. This will generate an HTML webpage with the appropriate look and feel and content. Link this page into your existing website and your ready to go.

MediaManager™ - Enterprise Access

- ***User/Group Administration*** provides clients with the tools to set login and registration requirements and create new user accounts. Tools are also provided to manage and utilize the account information for registered users and export valid e-mail addresses into a quick mailing list. Most importantly, the group management tools allow you to categorize your media library, automatically limiting a users access to those clips that you specifically made available to them. By creating group administrators who control certain clips and managing users accounts, you can distribute the responsibility of managing your media library.
- ***Access Control*** – Access control for content and groups of content allows you to define exactly who can access what content and from where. Access control can be based on IP address, username/password or both.

Granicus Managed Services

Granicus has crafted the Managed Services program to compliment each individual solution and ensure its success, regardless of your network environment or technical expertise. Implementing this program provides each client expert attention and support. The Granicus Managed Services program is based on four comprehensive components: storage and distribution management, proactive systems management, continuous software upgrades and unlimited customer advocacy.

Storage and Distribution Management:

Most organizations are drawn toward the public accessibility that streaming offers; however, Granicus recognizes that many organizations are not in a position to make the costly labor and network infrastructure changes necessary to provide this service. Granicus resolves network concerns by hosting your data and software at the Granicus MediaCenter.

- **Extensive Archive Library.** Your solution includes customized retention schedules for each of your meeting bodies. Your solution also includes 50 hours of storage for non-meeting related content. Regardless of the number of times each meeting body convenes, or how long they convene for, your twelve months of meeting-related storage is guaranteed. The 50 hours dedicated to non-meeting content generally accommodates a large number of internal trainings, emergency preparedness and public service announcements. Options to extend your archive library beyond the standard package are also available.
- **Unlimited Bandwidth.** Through the hosted model, Granicus offers every client unlimited bandwidth. No matter how many simultaneous requests for audio/video content Granicus fulfills, bandwidth expenses remain the same. Unlimited bandwidth facilitates reliable, consistent streaming, even in governments and public agencies with limited IT resources.

Proactive Systems Management:

Granicus goes above and beyond traditional support models by using systems management software to constantly monitor every component of your solution. Our systems management software sends us immediate notification to if an error occurs. Our support professionals work diligently to troubleshoot and resolve these issues remotely, so you are continually running with minimal downtime. While clients are responsible for maintaining their own networks, operating systems, video signal and client-procured hardware, our support team will notify and collaborate with proper client personnel when malfunctions are affecting the integrity of your Granicus solution.

Continuous Software Upgrades:

Granicus Managed Services ensures that your Granicus software is up-to-date with the latest available security fixes, recommended updates and feature releases. Our feature release process alerts clients when new software versions become available and guarantees that each client experiences a successful update. Many of our new features are in response to the needs expressed by our client family. As a result, we offer a simple, online method of submitting feature requests through our Customer Service Portal.

Unlimited Customer Support:

The foundation of our customer philosophy is demonstrated by our dedication to immediate support and unlimited access to the Granicus Customer Advocacy Team. Comprised of four specialty groups, this team ensures each client the highest level of success with their Granicus solution. The team combines Outside and Inside Advocates, who are expert trainers and client-relationship managers, with skilled Technical Support Representatives and Web Designers, who go behind the scenes to resolve outstanding issues. Personalized attention, incident response, and on-demand solutions drive our Customer Advocacy philosophy, which is committed to maintaining the technical integrity of every Granicus solution throughout its lifecycle.

- **Personalized Attention.** Granicus Customer Advocacy philosophy dictates that each client is ensured an Outside Advocate as part of their Managed Services. Outside Advocates not only prepare clients to go live with our solution, they also proactively monitor their client's progress. This is accomplished using a sophisticated customer success matrix that helps Advocates determine if their client needs additional training and/or services. As a client's main point of contact for the longevity of the relationship, Advocates develop a unique understanding of the client's processes, technical requirements and training needs. Advocates communicate this knowledge to the rest of the team to ensure smooth and accurate resolutions that meet the client's satisfaction.
- **Rapid Incident Response:** When issues arise, the Customer Advocacy team is standing by ready to deliver proactive advisory and responsive services. Outside Advocates, Inside Advocates and Technical Support Representatives are all available by phone and email to provide technical and strategic incident management during regular business hours: 5am-7pm PST. Granicus Customer Advocacy provides complete support for incident diagnosis and resolution. If a system problem involves complex support procedures, a Case (or help ticket) is created and sent to our support professionals for assessment. Throughout the resolution process, clients are updated with their Case status to guarantee timely and effective progress. Our dedicated support team devotes their complete attention and expertise to the Case until it is resolved and closed. We also provide 24-hour emergency phone support to safeguard our clients from any irregularities during evening meetings.
- **Customer Service Portal.** Granicus Managed Services means a proprietary knowledgebase is just a few mouse clicks away. The Customer Service Portal (CSP) provides all clients with 24/7 access to on-demand support and mentorship. The CSP allows users to access documentation, research solutions to commonly encountered issues or post questions or comments in the User Forum. Additionally, clients may report problems by logging into our secure Portal and opening a Case online. Such Cases are instantaneously entered into the Granicus support queue for quick and efficient problem isolation and response by our Technical Support Representatives. Additionally, clients may continue to expand their knowledge base by attending online classes offered through Granicus University™. These free, online training sessions are held weekly by our professional Advocates. Upon request, online classes may be specially customized to fit your organization's needs. Furthermore, Granicus offers an annual User Conference filled with innovative classes, collaborative learning and one-on-one training assistance.

Granicus Professional Services

Granicus takes a proactive approach to every product implementation. Our professionals lay a foundation for success by analyzing your business requirements and developing a deployment plan that speaks to your unique needs. The Professional Services model includes a dedicated team to manage each step of the process, from design and configuration to testing and implementation. Granicus exceeds traditional deployment services with personalized project planning and staff transitioning plans. All components of our personalized service model coalesce to smoothly integrate your Granicus solution into your current network environment and day-to-day operations.

Network Assessment. A solid network assessment is part of Granicus' preemptive strategy to eliminate network susceptibilities before they affect your streaming operations. Through testing and analysis, deployment engineers work with appropriate personnel to design a solution that fulfills the unique requirements of your network infrastructure. Completion of the network assessment phase verifies that your existing infrastructure is properly configured for a successful deployment.

System Deployment. Flexible deployment options empower organizations to bring implementation goals into alignment with existing staff and budget limitations. By adjusting roles and responsibilities, our three deployment options meet a variety of needs without compromising quality. Every system deployment includes installation, configuration and validation.

1. **Turnkey:** Turnkey deployments are a popular choice for organizations that require minimal integration complexity and the ease of a 'plug and play' solution. Granicus Deployment Engineers acquire the necessary hardware, configure software to your specific needs and complete installation before shipping to appropriate personnel for quick and easy installation.
2. **Remote:** Remote deployments are ideal for organizations aiming to meet budget constraints. Using this cost-effective method, clients take the lead in acquiring hardware assets, while Granicus Deployment Engineers utilize remote access to perform configuration and installation.
3. **Onsite:** Onsite deployments offer extensive support for organizations with little to no resources to dedicate to their solution implementation. Granicus takes responsibility for hardware procurement, software configuration and installation and onsite hardware configuration and installation.

Website Integration. Customized website integration drives your global audience to a user-friendly portal of on-demand content that is accessible from your website. A dedicated Web Designer builds fully customized archive pages and player templates that replicate your website's current look and feel. An archive page serves as the interface of your video library with a comprehensive list of live and on-demand content. The player template dictates user experience when viewing live or archived video content. Together, the archive page and player template organize your content in a user-friendly fashion that will keep your constituents coming back.

Training. Granicus Professional Services offers a training program that is unparalleled in quality. Our Customer Advocacy department exceeds premier service organizations by extending a personalized Customer Advocate to maximize the value of your newly installed and configured system. Through pre-training consultations, your Customer Advocate defines your organization's training needs and creates a transition plan that migrates staff members and workflows into your Granicus environment. Advocates take a leading role in project management by serving as the primary contact and working with our Deployment Engineers and Web Designers to confirm system installation, configuration and validation. Next, your Customer Advocate travels to your location to educate individual staff members about their unique role in the Granicus solution. User training is designed to offer

comprehensive instruction on how to utilize the Granicus system in the before, during and after-meeting stages. From streaming a live event to capturing motions and votes, our skilled Advocates provide hands-on instruction in the comfort of your meeting and legislative environment.

Workflow Configuration. Every organization's live meeting process varies slightly, from common phrases utilized to the amount of speaker time allotted. These existing workflows dictate specialized MinutesMaker and VotingSystem configurations. Granicus engineers work closely with your staff to assess such specifications and design a solution that seamlessly integrates your existing public meeting and legislative operations.

Document Templates. Our MinutesMaker and VotingSystem solutions produce agenda and minutes documents that resemble your print versions but offer constituents much more in terms of functionality. Each agenda or minutes item is a live link that takes viewers directly to the relevant portion of the audio/video. In order to ensure the visual integrity of your online documents, a Granicus engineer assesses your current format and customizes an HTML-enhanced document template that closely resembles the original. Granicus Professional Services is dedicated to satisfaction by providing a template that maintains the high formatting standards of your original documents.

Agenda Management Integration – Granicus MinutesMaker™ allows for the integration of the Granicus Streaming media solution with a document management or agenda management solutions in order to create the most complete and accessible archive of your public meetings and legislative history. Granicus and its partners are working together to produce a system that will archive and manage all aspects of your public meeting records. This includes meeting agendas, minutes, documents and audio/video recordings. All of these media types are automatically synchronized and cross-linked allowing for intuitive web based search and retrieval of information. In addition, the document and agenda management integration will allow the two systems to automatically share information and streamlining your agenda and minutes workflow.

Granicus MediaCenter™

Comprised of two world-class data centers, the Granicus MediaCenter is at the core of our hosted service model. MediaCenter servers store and distribute the audio/video streaming files, applications and deployment services that complete each Granicus solution. This design alleviates your organization of unwanted network congestion while meeting and exceeding the highest industry standards and compliance requirements with 24/7/365 power, cooling, connectivity and security capabilities.

- **Storage and Distribution.** Granicus facilitates the creation of a robust archive library without the costly purchase of memory. The large files contained in your archive library, such as videos, agendas, minutes and supporting legislative documents sit on our servers outside your network. Staff and constituent requests for content are sent directly to our MediaCenter. The MediaCenter fulfills all requests at optimum speeds through our unlimited bandwidth model.
- **Application Performance.** At the heart of each Granicus solution is MediaManager™, a web-based application that drives your live and on-demand streaming and legislative operations from our MediaCenter. By placing this critical application into the hands of our MediaCenter, it is secured around the clock by onsite engineers who ensure optimum network and power availability. MediaCenter houses a number of other integral applications, such as Audio-Video Podcasting, RSS Feeds and our Video Search Engine.
- **Deployment Services.** Granicus MediaCenter facilitates the centralization of our deployment process. As a result, we offer flexible options that minimize the complications of Enterprise-wide software integrations. Beyond deployment, the MediaCenter augments the effectiveness of your solution with on-going updates and new versions.
- **Data Redundancy and Security.** In the event of a national disaster, hardware malfunction, or application failure, Granicus MediaCenter delivers business continuity by ensuring the availability of your day-to-day streaming operations. The Granicus defense strategy mandates automatic data replication between world-class data centers in San Francisco, CA and Ashburn, VA. This collocation strategy ensures security while delivering mission critical content to clients across the nation.

World-Class MediaCenter

- Hosted environment for consistent service
- 2 locations for optimum redundancy
- 24 hour engineers onsite
- Redundant Power capacity on an Independent Power Grid
- Biometrically secured 24 hours a day, 7 days a week, 365 days a year
- Climate Controlled
- Superior, redundant bandwidth providers

MinutesMaker™ Advantages

Working with government Clerks and Secretaries from across the country, Granicus found many were frustrated by the time commitment needed to take detailed minutes. Yet they were equally unsatisfied with the amount of information offered to the public through action minutes. This long-standing dilemma is now re-evaluated as technology advances are challenging the old assumption that you can not get more with less. Instead of trying to reshape the old, the Granicus MinutesMaker Module steps outside the box and introduces a new form of minutes: LinkedMinutes™ - the most comprehensive minutes format in the government sphere today.

Integrated Public Record

The MinutesMaker Module uses cutting-edge technology to deliver a complete, integrated public record to your constituents. The Granicus vision for an integrated public record dictates that all relevant meeting information is conveniently accessible online. The end result is a dynamic archive showcasing your agendas, minutes, supporting documents, and audio/video recordings, all cross-linked and keyword searchable.

LinkedMinutes

LinkedMinutes takes a leading roll toward achieving this all encompassing archive. This minutes format refers to an online document that is embedded with HTML links to your audio/video recording. By simply clicking on an item, viewers are taken directly to the relevant portion of the audio/video. This method makes obsolete the time-consuming task of rewinding and fast-forwarding through VHS tapes in search of just a few minutes of content. Furthermore, public availability of video, integrated into your minutes, alleviates the necessity for clerks or secretaries to take detailed written minutes. LinkedMinutes, which are action minutes in combination with audio/video clips, meet and exceed the detail found in traditional minutes formats. This is due to the fact that most clerks, elected officials and residents feel that viewing the actual proceedings is more accurate and desirable, both internally and externally, than reading a written interpretation.

Process Automation

MinutesMaker does much more for time and cost savings than merely changing the need for a lengthy minutes format. The module is unique in its ability to automate much of the annotation process. This simple-to-use software enables you to record meeting attendance, motions, votes, speakers and discussion summaries in real-time; plus, a number of unique, time-saving features have been worked into the product at the request of clerks across the country. Thus, the entire public record is easily created through a single workflow that streamlines the legislative process.

The MinutesMaker Workflow

Pre-Meeting Action: Maximizing Efficiency

- **Load Agenda.** Before your live meeting, avoid any necessity for re-typing your agenda items by uploading your meeting agenda into the Granicus system. Later, use these agenda items to embed time-stamps in the digital recording. For clients with an existing Agenda Management system, Granicus may seamlessly integrate with such software to import your agenda automatically.
- **Preload Motions.** For agenda items that call for motions and votes during the meeting, the Granicus system allows you to pre-load motions, saving you time during your live meeting.
- **Preload Attendees.** Load attendees for indefinite storage and quick selection to assemble motions, votes, and roll call. Meeting attendee settings may be adjusted as your meeting members alter with elections.
- **Preload Speakers.** Associate speakers to specific agenda items before the meeting.
- **Publish Agenda.** Before the meeting, publish your agenda to your website with a click of a button. As part of Granicus Professional Services, we create a template that allows your HTML agenda to either closely or exactly match your existing agenda format. Supporting documents, such as agenda packets, may be linked into the published agenda, offering comprehensive availability of your meeting documents over the web.
- **Schedule Live Webcast.** Schedule your meeting to automatically broadcast live over your website.

Live-Meeting Action: Building Minutes

Every action of your meeting is recorded with a few clicks of a mouse. This natural process of building your minutes will automatically embed your video stream with time-stamps and result in the LinkedMinutes format.

- **Roll Call.** Quickly mark meeting attendees as Present, Absent, or Excused. For quick minutes creation, roll call settings may be configured to default as absent or present. Furthermore, attendance may be changed while the meeting is in session; a member's departure and arrival will appear in your LinkedMinutes in accordance with your current minutes format.
- **Record Agenda Items.** As the meeting progresses, record agenda items as they are discussed by activating the items you imported during your pre-meeting process. Recording the item can be accomplished by simply highlighting and pressing return or by dragging and dropping the item to its appropriate location. This drag and drop feature may also be used to adjust the order in which the meeting items are discussed.
- **Speaker Management.** In addition to pre-loading speakers, you may add and call individuals to speak on any item during the meeting. Activate the speaker timer by clicking on a button or manually entering the desired amount of time. Speaker timer buttons may be configured to suit your existing meeting process.
- **Record Motions & Votes.** A few keystrokes in MinutesMaker generate the complete motion and vote text traditionally found in your minutes document. Our highly configurable software guides users through the motion and vote process by prompting the user to select a Mover, Seconder, and Action from pre-loaded drop-down menus. For unanimous yea votes, one button completes the process and even remembers to note which members are absent. Depending on your configuration choices, the text represented in your minutes document is automatically retrieved from your current agenda item or suggested action from staff. The result is a complete text record of the item that is automatically indexed against the audio/video recording.

- **Quick Notes.** Use the Quick Note panel to add notes to selected agenda items and automatically index them against the digital recording. A feature called Text Expansion makes the note-taking process even quicker. This useful feature allows the user to build a library of shortcuts that expand on command. The user can create abbreviations for commonly typed names or phrases and expand them into form with just two easy keystrokes.
- **Spell Check.** Notes are automatically spell-checked. Misspelled words are quickly identified with a red underline and corrected by right-clicking and selecting from alternate spelling suggestions.
- **Manage Video Stream.** Regardless of when the meeting is scheduled to start and stop, you may start, stop, and pause your video stream on the fly. The pause feature prevents unsolicited recordings that occur during long breaks or closed sessions.
- **Toggle between Meetings.** Occasionally, a clerk or secretary must switch back and forth between separate meetings. MinutesMaker functionality supports this process by allowing you to toggle between meetings with separate agendas on your command. Furthermore, this process will seamlessly create two separate audio/video archives.

Post-Meeting

- **Publish Audio/Video Archive.** Your video recording may be automatically published to your website after your meeting. A manual option that requires approval before publishing is also available. This on-demand archive is now indexed against the agenda, linked to associated documents, searchable by keyword and available to staff and residents on-demand.
- **Modify Minutes.** Granicus provides clerks and secretaries with a user-friendly interface and associated management tools designed specifically to finalize their records before publishing to the web. Within this interface, specific portions of video may be quickly accessed to review and easily modify notes, votes, items and time-stamps to ensure an accurate public record.
- **Publish LinkedMinutes™.** Easily publish meeting minutes with a click of the mouse within seconds of approval through our post-meeting interface. LinkedMinutes have become the premier choice for recording meeting actions. Replacing traditional minutes methods with an audio/video record eliminates the possibility of transcription error and drastically reduces call-in requests for information from both staff and residents.

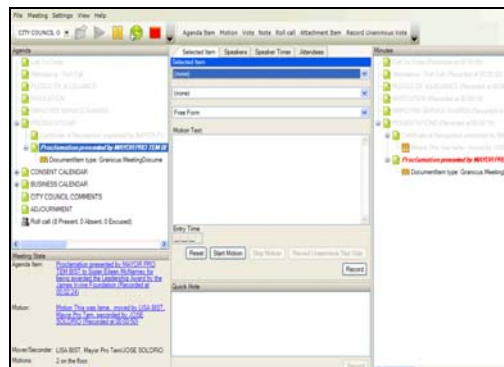
Complementary Products

- Mobile Encoder (Video or Audio)
- Agenda Management Integration
- Granicus VotingSystem
- Foot Pedal
- MediaVault
- Speaker Timer

Granicus Voting System™ - Integrated Voting Management

The Granicus Voting System provides a secure and simple platform for managing public meeting proceedings. The Granicus Voting System workflow is integrated tightly with the Granicus MinutesMaker Workflow software, which together allows legislative action (motions/votes) to be recorded directly from the individual meeting members into the meeting minutes. In addition, voting results can be displayed to the audience via the Granicus Public Display. The Granicus voting system is unique because it offers an inclusive work flow that not only involves the presiding officer and the council, but also allows for live interaction with the Clerk/Secretary and other important staff members.

Clerk/Secretary



Public Display

| Name | Yea | Nay | Abstain | Recused | Absent |
|--------------------------|-----|-----|---------|---------|--------|
| ALBERTA CHRISTY | ✓ | | | | |
| CARLOS BUSTAMANTE | ✓ | | | | |
| CLAUDIA ALVAREZ | ✓ | | | | |
| JOSE SOLORIO | ✓ | | | | |
| LISA BIST, Mayor Pro Tem | ✓ | | | | |
| MIGUEL PULIDO, Mayor | ✓ | | | | |
| MIKE GARCIA | ✓ | | | | |
| Matt Mincks | ✓ | | | | |

Vote Passes

How it Works

When a motion is made by the council it is recorded by the Clerk/Secretary through the Granicus Live Meeting Manager software and subsequently displayed to each council member. As the Mayor calls for the vote, council members are prompted through a simple display to cast their vote on the current motion. The voting system records and tallies the votes live, and will display the vote results upon prompting by the Clerk/Secretary or Mayor. The system supports standard and non-standard parliamentary procedures including substitute motions, consent calendar, and Roll Call. In addition to providing a complete workflow for managing motions and votes, the Granicus solution also supports speaker list management and the display and management of multiple timers. Finally, the system generates searchable web based reports of the meeting proceedings. Reports include voting and attendance records as well as links to supporting materials used in the meeting.

Granicus Voting System™ Features:

- Simple voting management and display that non-technical council member can use
- Supports projection and plasma screen display for vote results
- Speaker list management for the Mayor
- Multiple preset timers and display
- Extremely fast work flow, which can keep pace with any meeting.
- Links directly into Granicus Live Meeting Manager used by the Clerk/Secretary
- Web based voting record and attendance reports



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Prepared for: Council Chamber Audio Visual Upgrade

COMPANY: City of Manhattan Beach
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 -
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DATE: November 12, 2007
TERMS: NET 30
FOB: Destination
SALES TAX: 8.2500%
DELIVERY: TBD
QUOTE VALID FOR: 30 Days
REVISION: D
WAV PROJECT #: TBD

| EQUIPMENT | | | | | | | | | |
|--|-----|--------------|--------------|--|-------------------|------------------|-----------|--------------------|-------------------|
| Item | Qty | Manufacturer | Model | Description | PRICE W/ Granicus | EXT. W/Granicus | | PRICE W/O Granicus | EXT. W/O Granicus |
| Display System | | | | | | | | | |
| 1 | 2 | Panasonic | TH65PF10UK | 65" 1080P Full HD Plasma Display | \$ 8,321.00 | \$ 16,642.00 | | \$ 8,321.00 | \$ 16,642.00 |
| 2 | 2 | Chief | PCS2458 | Flat Panel Straight Column Single Ceiling Mount | \$ 279.00 | \$ 558.00 | | \$ 279.00 | \$ 558.00 |
| 3 | 1 | Panasonic | TH42PH10UKA | 42" Plasma Display (Member Preview Display) | | | | \$ 1,332.00 | \$ 1,332.00 |
| 4 | 1 | Chief | PTS2051 | Table Stand for 42" Plasma | | | | \$ 419.00 | \$ 419.00 |
| 5 | 5 | ELO | E611558 | 1515L, 15" LCD Desktop Touchmonitor w/ | \$ 540.00 | \$ 2,700.00 | | | |
| 6 | 5 | Blackbox | ACU4001A | ServSwitch USB Extender Kit, Single VGA | \$ 711.00 | \$ 3,555.00 | | | |
| 7 | 2 | Blackbox | RMK19U-X3 | Rackmount Kit for USB Extender | \$ 67.00 | \$ 134.00 | | | |
| 8 | 5 | Blackbox | USB01-0003 | 3' USB Cable, Type A-Type B | \$ 8.00 | \$ 40.00 | | | |
| 9 | 5 | Blackbox | USB01-0006 | 6' USB Cable, Type A-Type B | \$ 10.00 | \$ 50.00 | | | |
| Display System Equipment Sub-Total: | | | | | \$ | 23,679.00 | \$ | 18,951.00 | \$ |
| Interface and Switching System | | | | | | | | | |
| 1 | 1 | Autopatch | P34-1612-542 | Modula Series 16x12 RGBHV with stereo Audio | \$ 15,563.00 | \$ 15,563.00 | | \$ 15,563.00 | \$ 15,563.00 |
| 2 | 2 | Kramer | VP-100A | Computer Interface w/ Audio | \$ 414.00 | \$ 828.00 | | \$ 414.00 | \$ 828.00 |
| 3 | 5 | Kramer | VP-100 | Computer Interface | \$ 254.00 | \$ 1,270.00 | | | |
| 4 | 1 | Kramer | VP-100 | Computer Interface | | | | \$ 254.00 | \$ 254.00 |
| 5 | 2 | Kramer | VP-413 | Video Scaler | \$ 241.00 | \$ 482.00 | | | |
| 6 | 3 | Kramer | VP-413 | Video Scaler | | | | \$ 241.00 | \$ 723.00 |
| 7 | 1 | Kramer | VP-501xl | Scan Converter | \$ 362.00 | \$ 362.00 | | \$ 362.00 | \$ 362.00 |
| Interface and Switching System Equipment Sub-Total: | | | | | \$ | 18,505.00 | \$ | 17,730.00 | \$ |
| Audio System | | | | | | | | | |
| 1 | 12 | Beyerdynamic | 464.678 | SHM 215 A, 20" Gooseneck Microphone w/ LED | \$ 279.00 | \$ 3,348.00 | | \$ 279.00 | \$ 3,348.00 |
| 2 | 12 | FSR | T3-MJ-BLK | Table Microphone Box | \$ 233.00 | \$ 2,796.00 | | \$ 233.00 | \$ 2,796.00 |
| 3 | 1 | BiAmp | AudiaFLEX CM | DSP Chassis w/ Cobranet | \$ 3,851.00 | \$ 3,851.00 | | \$ 3,851.00 | \$ 3,851.00 |
| 4 | 1 | BiAmp | Logic box | 20 Channel I/O Box | \$ 265.00 | \$ 265.00 | | \$ 265.00 | \$ 265.00 |
| 5 | 12 | BiAmp | IP2 | Dual-Channel Mic/Line Input Card | \$ 172.00 | \$ 2,064.00 | | \$ 172.00 | \$ 2,064.00 |
| 6 | 1 | BiAmp | AudiaEXPO | 8-Channel Cobranet Output Chassis | \$ 1,595.00 | \$ 1,595.00 | | \$ 1,595.00 | \$ 1,595.00 |
| 7 | 1 | Shure | ULXS24/58-J1 | UHF Wireless Frequency Agile Wireless Hand Held Microphone | \$ 776.00 | \$ 776.00 | | \$ 776.00 | \$ 776.00 |
| 8 | 1 | Marantz | PMD570 | Solid State Recorder | \$ 878.00 | \$ 878.00 | | \$ 878.00 | \$ 878.00 |
| Audio System Equipment Sub-Total: | | | | | \$ | 15,573.00 | \$ | 15,573.00 | \$ |

| Control System | | | | | | | | | | | | |
|----------------|---|----------|------------|--------------------------------------|----|----------|----|----------|----|----------|----|----------|
| 1 | 1 | Crestron | TPS-15G-QM | ISYS G-Series 15" Color Touchpanel | \$ | 6,318.00 | \$ | 6,318.00 | \$ | 6,650.00 | \$ | 6,650.00 |
| 2 | 6 | Crestron | TPS-2000L | ISYS 5" Color Touchpanel | \$ | 1,201.00 | \$ | 7,206.00 | | | | |
| 3 | 6 | Crestron | PW-2410RU | 25 Watt Power Supply | \$ | 95.00 | \$ | 570.00 | | | | |
| 4 | 1 | Crestron | CNPWS-75 | 75 Watt Power Supply | \$ | 285.00 | \$ | 285.00 | \$ | 285.00 | \$ | 285.00 |
| 5 | 1 | Crestron | Pro 2 | Professional Dual Bus Control System | \$ | 2,275.00 | \$ | 2,275.00 | \$ | 2,275.00 | \$ | 2,275.00 |
| 6 | 1 | Crestron | C2ENET-1 | Single Port Ethernet Card | \$ | 569.00 | \$ | 569.00 | \$ | 569.00 | \$ | 569.00 |
| 7 | 1 | Crestron | QM-TX | Quickmedia Transmitter | \$ | 695.00 | \$ | 695.00 | \$ | 695.00 | \$ | 695.00 |
| 8 | 2 | Crestron | C2N-HBLOCK | Cresnet Distribution Block | \$ | 190.00 | \$ | 380.00 | \$ | 190.00 | \$ | 380.00 |
| 9 | 1 | Crestron | ST-RMK | Rack Mount Kit | \$ | 95.00 | \$ | 95.00 | \$ | 95.00 | \$ | 95.00 |
| 10 | 1 | Crestron | CNXRMAK | Rack Mount Kit | \$ | 95.00 | \$ | 95.00 | \$ | 95.00 | \$ | 95.00 |
| 11 | 2 | Linksys | SD208 | 8-Port 10/100 Switch | \$ | 74.00 | \$ | 148.00 | \$ | 74.00 | \$ | 148.00 |

Control System Equipment Sub-Total: \$ 18,636.00 \$ 11,192.00

| Playback Devices | | | | | | | | | | | | |
|------------------|---|---------|------------|--|----|----------|----|----------|----|----------|----|----------|
| 1 | 1 | Samsung | SDP-900DXA | 1/3" High Resolution Digital Presenter | \$ | 2,993.00 | \$ | 2,993.00 | \$ | 2,993.00 | \$ | 2,993.00 |
| 2 | 1 | Denon | DN-V300 | Professional DVD Player | \$ | 519.00 | \$ | 519.00 | \$ | 519.00 | \$ | 519.00 |
| 3 | 1 | JVC | SR-V101US | SVHS Player | \$ | 369.00 | \$ | 369.00 | \$ | 369.00 | \$ | 369.00 |

Playback Devices Equipment Sub-Total: \$ 3,881.00 \$ 3,881.00

| Miscellaneous Components | | | | | | | | | | | | |
|--------------------------|---|-----------------|-----------|---|----|----------|----|----------|----|----------|----|----------|
| 1 | 5 | Middle Atlantic | U2 | 2-Space Universal Shelf | \$ | 41.00 | \$ | 205.00 | | | | |
| 2 | 1 | Middle Atlantic | SRSR-2-12 | 12 Space In Cabinet Equipment Rack | \$ | 371.00 | \$ | 371.00 | \$ | 371.00 | \$ | 371.00 |
| 3 | 1 | Middle Atlantic | RSH4 | Custom Rack Shelf for SR-V101US | \$ | 112.00 | \$ | 112.00 | \$ | 112.00 | \$ | 112.00 |
| 4 | 1 | Contemporary | 232-ST5 | TV Tuner w/ RS-232 Communication | \$ | 732.00 | \$ | 732.00 | \$ | 732.00 | \$ | 732.00 |
| 5 | 1 | Western AV | Misc. | Miscellaneous Install Materials, Cabling & Connectors | \$ | 2,654.00 | \$ | 2,654.00 | \$ | 1,989.00 | \$ | 1,989.00 |

Miscellaneous Components Equipment Sub-Total: \$ 4,074.00 \$ 3,204.00

EQUIPMENT SUB-TOTAL \$ 84,348.00 \$ 70,531.00
TAX \$ 6,958.71 \$ 5,818.81

| NON-EQUIPMENT | | W/Granicus | W/O Granicus | |
|-----------------------------|-----------|-------------------|--------------|------------------|
| Engineering & Drafting | \$ | 5,000.00 | \$ | 5,000.00 |
| DSP/Control Programming | \$ | 6,000.00 | \$ | 6,000.00 |
| Staging & Assembly | \$ | - | \$ | - |
| Project Management | \$ | 3,000.00 | \$ | 2,250.00 |
| Installation & Testing | \$ | 6,164.00 | \$ | 5,628.00 |
| Training | \$ | 402.00 | \$ | 402.00 |
| Millwork | \$ | 2,512.50 | \$ | - |
| G & A | \$ | 1,265.22 | \$ | 1,057.97 |
| Shipping and Handling | \$ | 1,391.74 | \$ | 1,163.76 |
| NON-EQUIPMENT TOTALS | \$ | 25,735.46 | \$ | 21,501.73 |
| PROPOSAL TOTAL | \$ | 117,042.17 | \$ | 97,851.54 |

Basic Warranty: The AV System is warranted against all defects of material and workmanship, as a system, as well as individual components, for a period of 90 Days after date of acceptance or first used. If individual manufacturers warranty their equipment for a longer period, the manufacturer's warranty will apply, unless Extended Warranty is purchased.

Notes: Existing Lighting Controls are to be incorporated into new Control System.

 AUTHORIZED SIGNATURE

 DATE