

District of Barriere

REPORT TO COUNCIL

Date: November 15, 2021	File: 530.20/Rpts
To: Council	From: T. Buchanan, Corporate Officer
Re: Electronic Council Meeting & Streaming Integration Project Update	

Background: At the October 4, 2021 Council Meeting, staff were directed to research the feasibility of integrating a hybrid electronic meeting platform to permit both in-person and remote participation of Council Meetings as well as to facilitate video streaming. The expense of this project can be fully covered under the Covid-Relief funding stream.

Discussion: Staff contacted three well-known commercial audio-visual companies who are well-versed in the world of supplying and installing this type of service equipment to local governments as well as other organizations, large and small. Two of those companies have responded with formal quotes:

1. **Lee's Music** – Kamloops, BC

Lee's Music has a solid reputation in the area and service both the City of Kamloops and Kamloops Indian Band with their Council/Band meetings. The quote they have provided includes a traditional set up with high quality, individual microphones for each participant within Council Chambers, two video cameras, a sound system and ability to project a video of a remote participant on a screen, or via a television screen (not incl. in the quote) as well as installation, training and all applicable hardware. This set up would require a software license upgrade to Zoom at a subscription cost of approx. \$650/yr. This proposal is promised to be user friendly, expandable and transferrable.

Quote: \$36,912.90 plus taxes

2. **Limitless Audio Visual Solutions** – Vancouver, BC

Limitless AV also has a proven track record in the Lower Mainland and has recently serviced the North Thompson Fall Fair & Rodeo as reported by Harley Wright during the October 18th Council Meeting. Limitless has provided a quote for a different approach than the previous option. The main difference to this proposal is that the microphones are ceiling mounted and have a high sound pick-up rate to ensure that everyone's voice is clearly captured by the system with complete room coverage but does not incorporate the traditional individual mute/un-mute feature. While these microphones do not function to increase volume in the room, they provide a more natural meeting environment. This option also includes a 75" LG LED Television that is affixed to a moveable cart that houses the Logitech smart-video camera and rally bar that is certified for Zoom Room integration (\$54/month - \$650/yr subscription). Installation, hardware, system

commissioning, staff training, and 1 year remote service & support are also included in this quote. In addition, this option is also transferrable and expandable.

Quote: \$18,994.00 plus taxes

Both options enable live-streaming and the ability to record/download meetings for posting on the District's website. In discussing the District's needs and feature preferences with both suppliers, the importance for ease of use was re-iterated as the Corporate Officer will need to be able to manage the Zoom Meeting, while also taking minutes and providing reports to Council. Both suppliers noted that while there would be some additional work involved, the Corporate Officer should be able to operate the system without compromising their other functions.

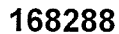
Budget Considerations:

As mentioned earlier in this report, the cost of this integration is COVID-Relief fund compliant. In addition, a lump sum can be set aside for ongoing costs such as subscription fees, cost overruns and any additional maintenance or upgrades to the system going forward. Staff are suggesting a sum of \$10,000 be assigned for this reason.

Recommendation: That Council accept the quote provided by Limitless AV Solutions in the amount of \$18,994.00 plus taxes and approve an additional \$10,000 to be allocated in the budget for any additional implementation costs and annual licensing requirements with the funds coming from the Provincial Covid-Relief grant.

Prepared by: Tasha Buchanan, Corporate Officer
Reviewed by: Bob Payette, CAO

Attachments: Lee's Music Quotation
Limitless Audio Visual Solutions Quotation



DISTRICT OF BARRIERE
BOX 219
4936 BARRIERE TOWN ROAD
KAMLOOPS BC V0E 1E0

250.672.9751

DAWN

Sub Total	\$36,912.90
PST 7%	\$2,583.90
G.S.T. 5%	\$1,845.65
H.S.T. 13%	\$0.00
Total	\$41,342.45

Thank you for shopping at Lee's Music!



PROPOSAL FOR DISTRICT OF BARRIERE
ZOOM ROOM SYSTEM INTEGRATION

ATTN: Ms. Tasha Buchanan
November 2nd, 2021



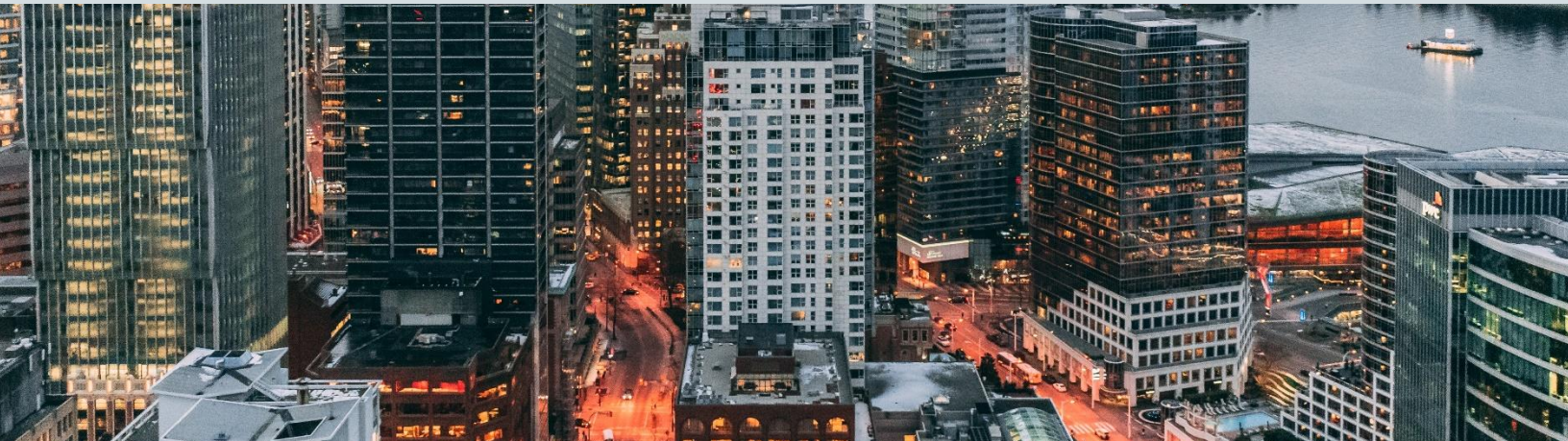
WHO WE ARE

Limitless AV Inc. is comprised of a collaborative team of dedicated and committed audiovisual experts who understand the importance of effective communication. It is **our passion** to perfect the way we connect, communicate, share ideas, and retain knowledge on a daily basis.

Whether in our workspaces or educational environments

Our mission is to connect people and inspire communication. Utilizing innovative professional technology solutions, we streamline the process of communication between peers, colleagues, clients, mentors, and students, while promoting collaboration.

Above all, **our vision** is to be the leader in audiovisual technology solutions, founded on a sustainable eco-system of happy people producing exceptional results for our clients.



SERVICES WE PROVIDE

System Design | Sales | Installation | Programming | Technical Support

CORPORATE

Connected Boardrooms
Huddle Spaces
Room Scheduling
Control Systems
Speech Privacy

COMMERCIAL

Acoustic Treatment
Distributed Audio
Interactive Wayfinding
Digital Signage
Video Walls

EDUCATION

Interactive Learning
Wireless Presentation
Lecture Capture
Assisted Listening
Paging & Emergency Systems

District of Barriere
4936 Barriere Town Road
Barriere, BC V0E 1E0

Dear Ms. Buchanan,

Re: Zoom Room Deployment For Council Chambers

Quotation: #6366 (dated 2021-11-02)

Subtotal: \$18,994.00 (+ applicable taxes)

Thank you for the opportunity to meet and review your needs together. Below is an outline of your expressed needs, detailed proposed system overview, and all supporting documents. Please feel free to contact us at any time to review and address any required changes deemed necessary.

Expressed Needs

- Existing council chambers requires Zoom video calling capabilities to connect and stream internal meetings with remote participants and viewers

Proposed Scope of Work

- [Logitech Room System for Zoom Rooms](#) to include the following components:
 - [Logitech Rally Bar](#) | All-In-One Conference System Certified For Zoom
 - [Logitech Tap](#) | 10" Touch Screen Device for Zoom Room Control
 - Logitech Tap Cat5e Kit | Required Interface Bundle For Rally Bar & Tap
 - Three(3) [Logitech Rally Ceiling Mic Pods](#) | Provides Complete Room Audio Coverage
 - Three(3) Logitech Rally Ceiling Mic Pod Mounts | Allows Mounting In-Ceiling
 - Logitech Rally Mic Pod Extension Cable
- [LG 75" 4K UR340-Series TV Display \(2022 Model\)](#) to be mounted on [Heckler AV Cart H730](#) specifically designed for the Logitech Rally Bar & Tap
 - All hardware includes 2-year manufacturer warranties
- All required interface cabling and miscellaneous hardware including cable management supplies, scoop plates, drywall brackets, power bars, mounting screws, connectors and adapters supplied and included
- System commissioning, complete testing and staff training session included
- Travel expenditures included for a single(1) round-trip including two(2) Limitless AV technicians; includes fuel surcharges, per diem, overnight accommodations and travel rate
- 1-year comprehensive remote service and support following completion of project; included complimentary with system implementation**

- Activation of 1-year service and support to coincide with first substantial use of system as dictated by Limitless AV Inc.
- Activation subject to honoured fee schedule of payment terms listed under subsection 'Fee Schedule'; Limitless AV Inc. reserves the right to postpone activation and/or halt service and support for dishonoured payments
- Limitless AV will support with any remote troubleshooting, return authorizations and additional training required post-installation as part of this coverage

Deliverable Materials

Please see supporting attached quotation: #6366 (dated 2021-11-02)

Client Responsibilities

- Access to site facilities for an estimated 2-day timespan
- Electrical requirements to be met by client, as deemed required following site inspection; power required at or near desired TV / AV Cart location (out of scope)
- Network requirements to be met by client; includes internet QoS (quality of service), port configuration, firewalls and Wi-Fi
 - Ethernet connectivity is recommended for best quality of service, however Wi-Fi is supported if necessary
- Software & application licensing not included, unless otherwise stated above; video conferencing platforms may require additional licensing fees and credentials to operate and use (out of scope)
 - System requires a Zoom Room license which is purchased through Zoom directly; Limitless AV can support in assisting with this navigation to ensure success, however credentials will need to be client provided at time of installation

Fee Schedule

Payment Terms: 50/50

- Project deposit required at time of approval equal to or greater than 50% of grand total
- Remaining billable amount marked as NET 30, following project completion and first substantial use of system as dictated by Limitless AV Inc.

Change Orders

- Change orders as a result of a client request or Limitless AV Inc. deemed requirement for additional parts and services will require written approval from an authorized client representative in order to be executed; this includes changes or modifications to the above listed scope of work

- Authorized personnel are considered to be the signatory below or their successor as subsequently indicated
- Limitless AV Inc. reserves the right to make changes to the bill of materials and specified hardware as a result of conditions uncovered on site, with the caveat that we will communicate anything that significantly changes the overall design or exceeds any contingency that may be built into your project costs

Additional Notes

Exchanges and returns are subject to a restocking fee of up to 30% of the cost of good sold, unless otherwise stated in writing; Items listed as final sale are non-returnable and non-refundable.

Credit card processing is subject to a 3% processing fee.

We trust the above is an accurate reflection of our discussions. If everything meets with your satisfaction, please sign one copy of this agreement and submit it back to us prior to estimate expiry date listed. We appreciate your partnership and look forward to working with you.

Your integration partners,



Barton Moxness, President

Limitless AV Inc.

Agreed and Accepted on this _____ day of _____, 2021 by:

_____ on behalf of **District of Barriere**

(please print)

(please sign)



Limitless AV Inc.
224 - 744 Hastings St W
Vancouver BC V6C 1A5
604 445 7190
info@limitlessav.ca
www.limitlessav.ca
GST/HST Registration No.: 72168 8315 RT0001
PST BC Registration No.: PST-1116-4402

Estimate

ADDRESS

District of Barriere
Box 219, 4936 Barriere Town Road
Barriere BC V0E 1E0

ESTIMATE # 6366

DATE 02/11/2021

EXPIRATION DATE 30/11/2021

PART NO.	QTY	RATE	AMOUNT	TAX
LG:75UR340C9UD 75" 4K UHD LED TV with HDR10 & 2-Year Warranty	1	1,898.00	1,898.00	GST/PST BC
Logitech:Rally Bar, Bundle All-In-One Video Bar Bundle For Midsize Rooms w/ Tap Controller & Cat5e Kit For Zoom Rooms	1	6,798.00	6,798.00	GST/PST BC
Logitech:Rally Mic Pod, White Microphone with RightSound™ for Logitech Rally, White	3	444.00	1,332.00	GST/PST BC
Logitech:Rally Mic Pod Mount, Ceiling Microphone Ceiling Mount For Rally Mic Pod, White	3	99.00	297.00	GST/PST BC
Logitech:Rally Mic Pod, Extension Cable Plenum-Rated Microphone Extension Cable For Rally Mic Pod, 33'	1	255.00	255.00	GST/PST BC
Heckler Design:H730-BG Heckler AV Cart for Logitech Rally Bar, Black Grey	1	2,798.00	2,798.00	GST/PST BC
Kanto:PF400 Low-Profile Fixed TV Mount for 40" to 100" Displays	1	88.00	88.00	GST/PST BC
Miscellaneous:Interface Cabling Interface, Patch Cable & Connector Bundle	1	149.00	149.00	GST/PST BC
Miscellaneous:Hardware Power Bar / Surge Protector, Cable Management Supplies, Mounting Hardware, Toggles, Scoop Plates, Brush Plates, Drywall Brackets, Floor Cord Cover	1	249.00	249.00	GST/PST BC
Professional Services:Installation Limitless AV Professional Installation Services	1	3,995.00	3,995.00	GST/PST BC
Miscellaneous:Travel Expense Fuel Surcharge, Technician Daily Per Diem, Overnight Accommodations, & Travel Expenses	1	995.00	995.00	GST
Miscellaneous:Freight & Delivery Freight, Duties & Import Fees (Estimated)	1	140.00	140.00	GST

SUBTOTAL	18,994.00
GST @ 5%	949.70

PST (BC) @ 7%
TOTAL

1,250.13

CAD 21,193.83

Accepted By

Accepted Date