1. **SCOPE OF WORK**

The Lake County Board Chambers are used for meetings by several entities including the Board of County Commissioners, School Board, and Water Authority. The current Audio/Video (AV) system is comprised primarily of Creston equipment and is used to record and broadcast live meetings.

1. **GENERAL REQUIREMENTS**
   1. Contractor shall evaluate the current AV system and make recommendations to the County for how to proceed, which may include replacing existing equipment with new equipment.
   2. Contractor shall provide a maintenance agreement for five (5) years which will cover repairs, warranty work, and other needed services. The maintenance agreement will offer flexible Service Level Agreement (SLA) terms.
      1. Contractor shall maintain updates for all firmware and software.
   3. The current Board Chambers system includes:
      1. One (1) Crestron Professional Control Processor
      2. Crestron or NEC MultiSync LCD 1560V+ monitors at each seat around the board room dais
      3. Computer Interface (VGA and sound) at the lectern and clerk desk for multiple computer inputs
      4. Three (3) 65” LCD monitors in the Chambers that broadcast the video
      5. One (1) 24” LCD monitor
      6. Two (2) 65” LCD monitors outside the Chambers broadcasting the video and audio
      7. Ten (10) 24” dais monitors for board members use to see presentations
      8. Three (3) connection points for HDMI or VGA
      9. Three (3) Touch Panels for control
      10. Main Touch Panel
      11. IPad
      12. Small podium touch panel
      13. Lectrosonics Sound System
      14. Misc sound AMPs
      15. Five (5) wireless MICs
      16. Two (2) Capture HD devices
      17. Two (2) Matrox Monarch LCS devices
      18. Misc monitors in the Control Room
      19. Main Crestron Router and all cards that are in the router
      20. One (1) overhead document camera
2. **SYSTEM REQUIREMENTS**
   1. The AV system shall be flexible enough to last ten (10) years with evolving technology.
   2. The AV system shall have the ability to record for up to eight (8) hours without having to stop a meeting to start a new recording
   3. The AV system shall have the ability to tie in virtual participants (via Zoom or Teams) and output the video feed from the room to Zoom
   4. Contractor shall evaluate existing video cameras and offer suggestions to improve video quality.
   5. Contractor shall evaluate placement of cameras to allow for additional video angles not currently available.
   6. Adding a display monitor that faces the dais. This monitor should be able to be controlled separately, so it can have a different video source from the rest of the monitors in the room. This would be used to send messages to the meeting chairperson. This will also be used for informal meetings where a person is standing at the front of the room and wants to see their presentation.
   7. At least 3 audio and video outputs that will allow the media to connect to our feeds from within the back of the Board Chambers room.
   8. Support at least 1080p60, ideally 4K, for all video recording, streaming, and display
   9. Remote control/monitoring for staff to manage AV from tablets.
   10. Direct streaming capability to multiple platforms (YouTube, Facebook, County site, etc.) with support for protocols like RTMP, SRT, and HLS.
   11. Local and cloud recording redundancy
   12. All programming code for control systems must be provided to the County—no vendor “lock-in”
   13. Onsite training for staff. Written and video user guides for common tasks.
   14. Vendors may propose additional features that are not listed here.
   15. At least 5 HDMI inputs into the system to support switching between different devices (computers) during meetings.
   16. Not required, but the ability to send private messages to the dais monitors would be beneficial. Specifically, being able to send private messages to specific monitors, not all 10 of them.
   17. Ability to see audio levels for each microphone in the room.
3. **MAINTENANCE REQUIREMENTS**
   1. 5-year term
   2. Defined hourly labor fee for repair work.
   3. Build in enough hours for general onsite programming and changes.
   4. Ability to have emergency on-site service repairs done, ideally within the same day.

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