



## **CITY OF WASHINGTON, ILLINOIS**

### **City Council Consent Agenda Communication**

**Meeting Date:** May 19, 2025

**Prepared By:** Dennis Carr – City Engineer

**Agenda Item:** BNCO Contract Renewal for Audio/Visual Meeting Streaming

**Explanation:** In May of 2024, Council approved using BNCO Consulting to assist with the audio/visual live streaming of City Council meetings. That contract is set to expire at the end of May. When they were initially working to terms with the previous City Administrator, the average meeting time was under two hours, so BNCO quoted everything based on a two-hour meeting time. Since then, our meetings have shown a tendency to exceed the two-hour mark, so the new proposal has a slight modification compared to the prior agreement.

The new proposal has the same \$500 per regularly scheduled meeting as the previous contract. However, this is for a two-hour meeting. If the meeting was to exceed two hours, BNCO is asking for a rate of \$150/hour for the additional meeting time.

The other adjustment to their proposal comes if we have special meetings/sessions outside of the regularly scheduled three monthly meetings. These additional sessions/meetings would come at a price of \$750 and include up to a three-hour meeting. Any time past this three-hour mark would also be billed at an additional rate of \$150/hour.

**Fiscal Impact:** The budget contains \$25,000 for the A/V support of City Council meetings.

**Recommendation Summary:** Staff recommends that the City Council approve the proposal for BNCO to continue the A/V support and live streaming of our City Council meetings.

**Action Requested:** Approval

# City of Washington City Council Meeting AV Services

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APRIL 6, 2025

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BNCO Consulting – J. Caldera



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# Thank You For Choosing BNCO Consulting

## *Redefining The Audiovisual Experience*

BNCO is pleased to present the following contract extension 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.

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### 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 12 months (billed monthly). The “per meeting” rate listed below includes setup time, tear down/strike time, and up to 2-hours of meeting time (Four Hours Total). Once the meeting goes beyond 2 hours, an additional rate of \$150/hour will begin with a one hour minimum in 1-hour increments.

Special sessions outside of the three standard monthly meetings can be added at a rate of 750 per event and includes up to 5 hours (includes one hour setup, one hour take down, three-hour event). Once the special session goes beyond 3 hours, an additional rate of \$150/hour will begin with a one hour minimum in 1-hour increments.

#### *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 the tasks. This 12-month contract extension can be terminated at any time with 30 days’ notice. Contract termination will result in 50% of the remaining contract total due.

Contract Dates include meetings between June 2025 through May 2026.

<i>Per Meeting Cost</i>	<u>\$ 500.00</u>
<b>Contract Total</b>	<b>\$ 18,000.00</b>



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## 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