



**BOARD ACTION REQUEST FORM**

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**SECTION 1: PURPOSE**

The BOARD ACTION REQUEST FORM is designed to 1) enhance the orderly and efficient conduct of Committee and Board meetings; 2) serve as prior notice to all interested parties; 3) aid the Committee Chairs in meeting preparation; 4) provide the Departments with a mechanism for formal communication with the Board; and 5) aid in the creation of the official record of the meeting.

To request an item be added to a committee agenda, submit the completed FORM and all supporting documentation to the applicable Committee Chair for consideration at least 5 days prior to the meeting date/time.

**SECTION 2: OVERVIEW**

**Subject:** Polycom Studio with Zoom Feature **Requested by:** Sheriff Clay Whelan

**To Committee(s):** Finance **Meeting Date(s)** 1/12/23

**Action Requested (Select One):**  Motion  Resolution  Ordinance  Contract Approval

**Executive Session**  YES  NO **5 ILCS 120/2(c) Exception:** \_\_\_\_\_

**Requestor's Recommended Action:**

Request the purchase of a Polycom Studio with Zoom Feature for video arraignments

**SECTION 3: PROPOSAL**

*Describe the action requested, including relevant background information, applicable statutory references, potential impact to the County and/or any other departments, and the proposed implementation timeline. Attach additional pages if needed.*

With the pandemic, more and more court proceedings are taking place through Zoom meetings. There is also a proposition under the Pretrial Fairness Act, that would call for arraignments to take place over the weekend. Our current Zoom appearances take place by use of a laptop in the jail. The laptop is not ruggedized and is not securely mounted. It has high potential to be damaged by an unruly inmate and even utilized as a weapon against staff.

The two current Polycom suites are not able to be modified for the Zoom feature. We have an open slot where the Polycom Studio with Zoom Feature can be incorporated into the facility and utilized for Zoom proceedings. (See attached pictures)

**SECTION 4: FINANCIAL IMPACT**

*Provide specific financial details including revenue or expenses associated with the request and if this is a one-time or recurring expense. If this is an unanticipated (unbudgeted) expense, explain the catalyst for the request. Attach relevant documents such as revenue/expense projections or vendor bids/quotes.*

**Budgetary Status (check all that apply):** **Cost of Proposed Action:** \$ 12,500

- This action has no budgetary implications.
- Funds are available in this FY budget. Line-item Description/Number \_\_\_\_\_
- Funds are not budgeted in this FY. Proposed funding source: Capital or ARPA
- If approved, funds will be requested for this action in next year's budget.
- This action will bring in additional revenue of \$ \_\_\_\_\_ Line-item \_\_\_\_\_
- This action will reduce expenditures and/or be budget neutral.



# FICEK ELECTRIC & COMMUNICATION SYSTEMS, INC.

Electrical / PBX / IP Telephony / Video / Sound  
Security / Fire & Intrusion Alarms / Access Control

<b>Date</b>	1/25/2022
<b>Ref#</b>	LEE0125
<b>Proposal Expiration</b>	1/25/2022
<b>Account Executive</b>	Jennifer Bias (815) 223-2775 <a href="mailto:jbias@ficekelectric.com">jbias@ficekelectric.com</a>
<b>Start Date:</b>	

<b>Site Address</b>	<b>Billing Address</b>	<b>Customer Contact</b>
Lee County 112 E. 2nd Street Dixon, IL 61021	Lee County 112 E. 2nd Street Dixon, IL 61022	Paul Gorski <a href="mailto:pgorski@countyoflee.org">pgorski@countyoflee.org</a>
Job #:	CPO #:	Acceptance Date:

**As a premier AVAYA Voice and Data Authorized Business Partner, we thank you for the opportunity to review your communications requirements. The following is our proposed solution to meet your objectives.**

## Needs Assessment / Scope of Work

- 1) Furnish and install Polycom equipment in vacant area of jail for video arraignment.

Line Item #	Description	Quantity
1	Security display enclosure wall mount for the Poly Studio X2 includes 43" Monitor	1
2	P018 Poly Studio X30 TC8	1
3	Poly Plus One Year Poly Studio X30Poly TC8	1
4	Surface Mount for the Poly TC8	1

### Project Parameters:

- 1) Only the equipment and quantities listed above have been included in this proposal. Any alterations or deviations from the above, involving additional cost of material or labor, will be executed only upon signed change order and will become an extra charge over the sum mentioned. All agreements must be made in writing.
- 2) Work shall be performed during normal business hours, 8:00 AM - 4:30 PM. If after business hours work must be performed, the premium rate of \$199.50 hour for time and one half and \$266.00 an hour for double time will be billed.

### Customer Responsibility:

- 1) It shall be the responsibility of the customer to supply Ficek Electric & Communication Systems, Inc. with a diagram to indicate physical location of each phone.
- 2) Provide one project foreman for on site coordination meeting prior to the start of this project if requested.
- 3) Provide notification and scheduling information in a timely fashion.
- 4) Assign one single point of contact with the authority to approve change orders. The on site contact person will be \_\_\_\_\_ and can be reached at \_\_\_\_\_.
- 5) Provide adequate space for equipment in an environment suitable for the required equipment.
- 6) Payment shall be net 30 days.
- 7) If this job is non-taxable, customer shall provide tax-exempt certificate.

Total Investment: \$10,808.00

Ten Thousand, Eight Hundred, Eight Dollars & 00/100-----

Proposal Acceptance

The price specified and conditions of this proposal are satisfactory and hereby acceptable. I/We have read, acknowledge and understand the terms and conditions and now authorize Ficek Electric & Communication Systems, Inc. to do the work as specified in this document. I/We understand that all invoices are due and payable upon presentation and there shall be no retention unless agreed to in writing. Any unpaid balance shall bear interest from the due date until paid, at the rate of 1.5% per month. If the account is referred for collection, the Buyer agrees to pay collection costs, court fees and attorney's fees.

Submitted By: Ficek Electric & Communication Systems, Inc.

Accepted By:

Signature: Jennifer Bias

Signature

Name: Jennifer Bias Title: President

Name Title

Date: 1/25/2022

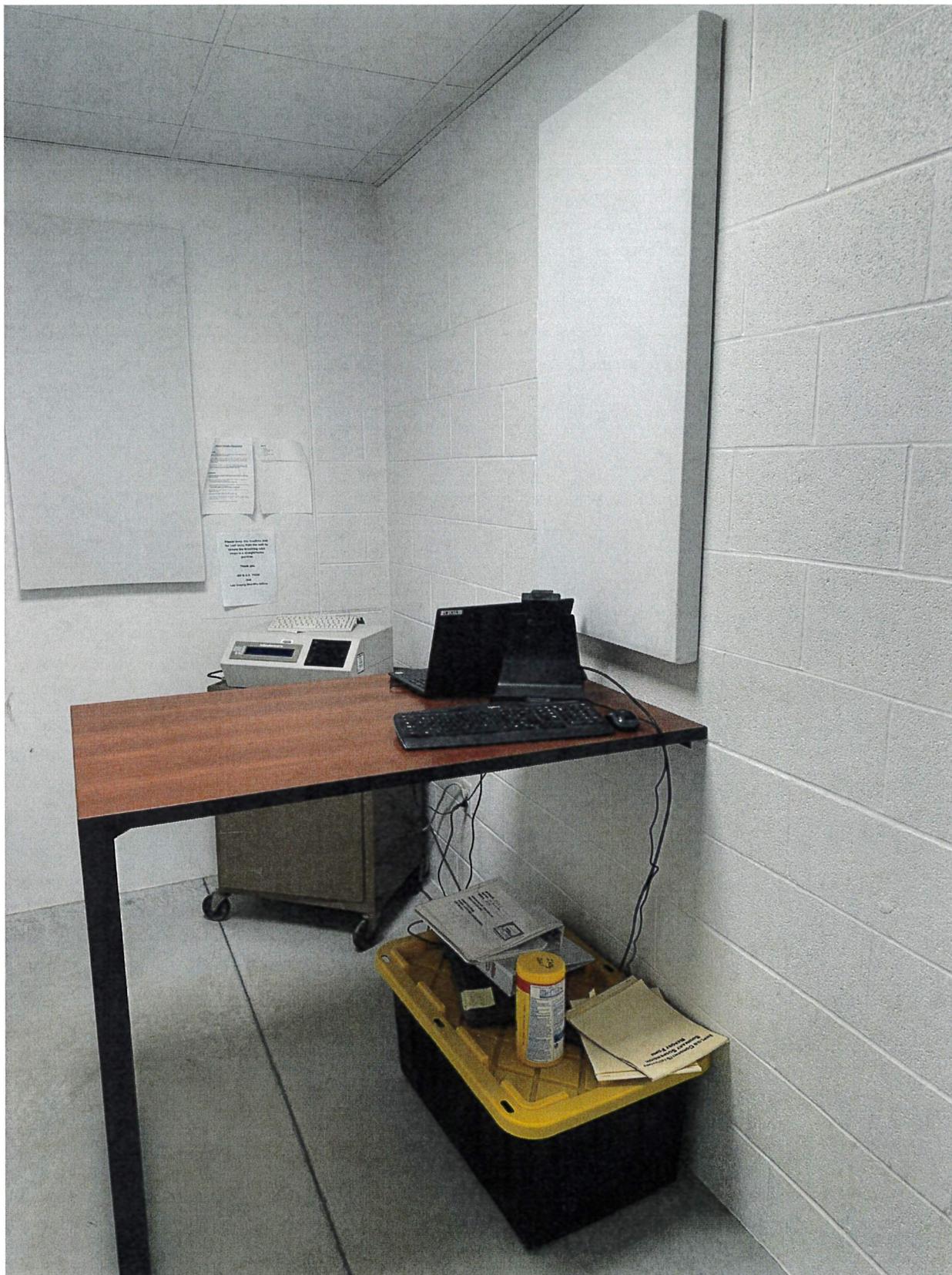
Date

Our Commitment to You

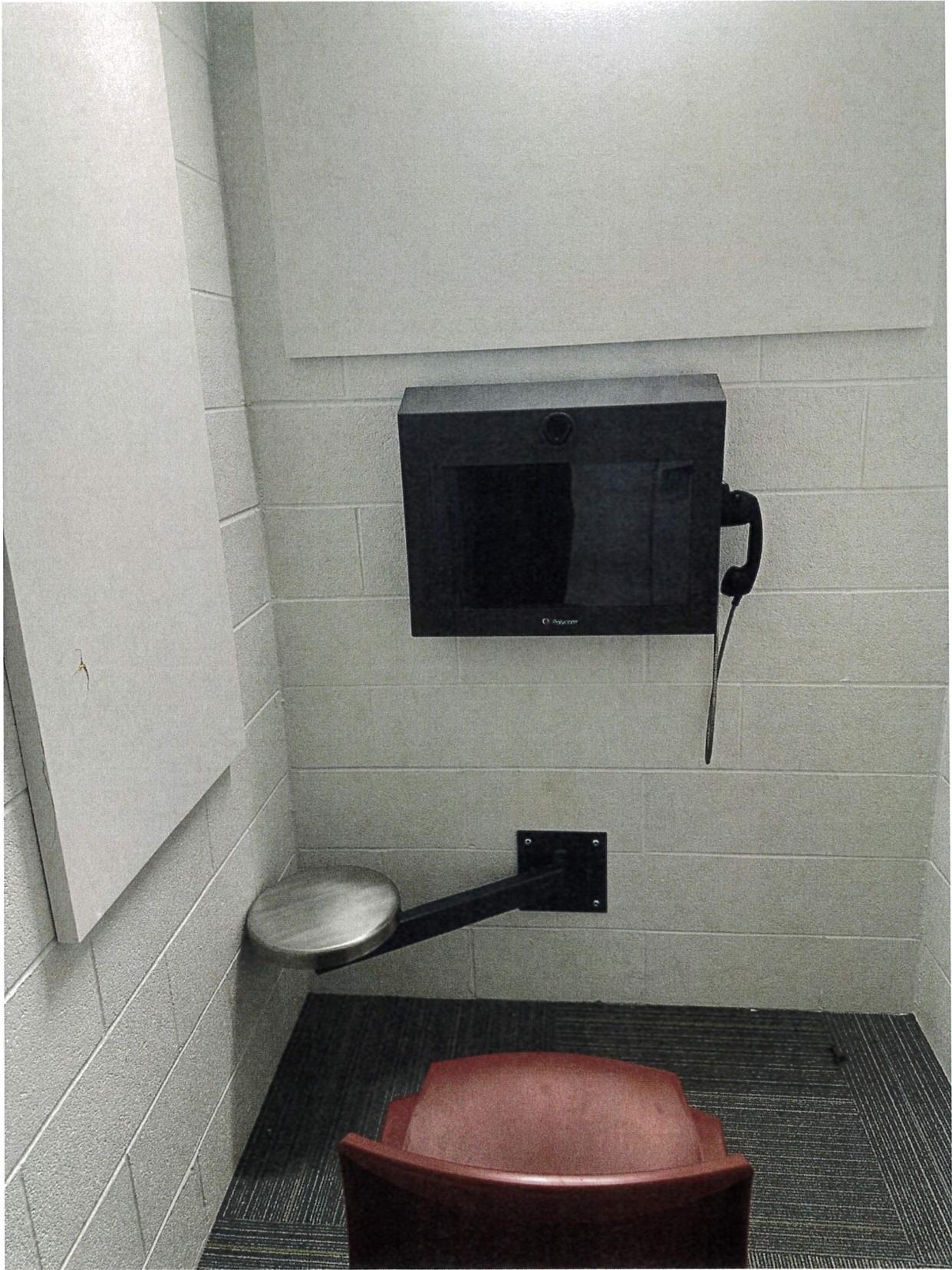
Along with addressing the needs and providing solutions for your business, it is important to select an organization that can provide the following. Ficek Electric & Communication Systems, Inc. takes pride in who we are, what we offer and the fact that "We do ALL that we say we will do!"

- Local Contractor in business for over 40 years
End-User Training
Family Business operating on Family Values
Project Management
Live Customer Service Help Desk
Certified Technical Staff
Engineering
Ruckus Wireless
Technical Support
Siemens Certified Voice/Data/Fiber Cabling (20-Year Warranty)
Maintenance Services
Full Turnkey Professional Services

Current Zoom Arrangement



Current Polycom Suite



Current Open Slot for Polycom Suite with Zoom Feature

