



## ADDENDUM NO. 1

Date: January 17, 2023

To: All Interested Parties

From: Litsy C. Pittser, Procurement Specialist  
Village of Palmetto Bay  
9705 E Hibiscus Street  
Palmetto Bay, Florida 33157

Re: Request for Proposal No. 2023-06-001  
Installation of Cloud-Based Security Cameras

This Addendum forms part of the Request for Proposal (RFP) Package advertised on January 5<sup>th</sup>, 2023, and with a bid opening date of ~~February 1<sup>st</sup>, 2023~~ February 23<sup>rd</sup>, 2023, with any amendments and/or additions noted below.

### Minutes for Mandatory Pre-Bid Hearing on January 17<sup>th</sup>, 2023

The meeting started at 10:03 am with the Procurement Specialist introducing herself and Eric Machado, IT Manager. The procurement specialist stated that Mr. Eric Machado would be the person in charge for the services advertised and therefore, any technical questions should be addressed to him. The procurement specialist went over the key dates for the solicitation. The procurement specialist asked if there were any questions as to the deliverables or preparation of the proposal. Key points were discussed as to the following:

- Extension of Bid Opening Date from 02/01/2023 to **Thursday, February 23<sup>rd</sup>, 2023**, at 3:00pm same location.
- A new extension to submit questions was extended to **Thursday, February 9<sup>th</sup>, 2023** at 3:00pm. Last addendum will be issued if there are questions that need to be answered.
- As to the scope section of **e. Support**: The following will clarify some of the questions that arose during the meeting.
  1. The proposal will have (2) components, one proposal shall be the price of the equipment, installation, all permits required and be a "turn-key" project.

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The next component will be the support for said new equipment installed. This agreement will be for three (3) years with an option to renew at the Village's request and agreed upon by the vendor for an additional (2) years. This service encompasses camera replacement, handle warranty issues, trouble shooting camera for any issues that render the camera not operational.

2. When a service call is initiated, the vendor has 24-36 hours to respond to any issues arising from the operations of the cameras. At that point they need to respond to the IT Department and give them a diagnosis of the issue and set a time to remedy the situation.

- As to licensing, the Village requires a minimum of 3 years.
- A walkthrough "fieldtrip" will be done to examine all the locations included in the scope. The set date and time will be as follows:

Meet up Location: Village Hall, 9705 E. Hibiscus Street, Palmetto Bay Florida 33157.

1. Public Service Dept., 9495 SW 180<sup>th</sup>, Street, Palmetto Bay, Florida 33157
2. Perrine House, 900 Perrine Avenue, Palmetto Bay, Florida 33157
3. Palmetto Bay Park – 17535 SW 95<sup>th</sup> Avenue, Palmetto Bay, Florida 33157
4. Coral Reef Park – 7895 SW 152<sup>nd</sup> Street, Palmetto Bay, Florida 33157
5. Thalatta Estate Park – 17301 Old Cutler Road, Palmetto Bay Park 33157

Village Hall's walkthrough was completed on January 17<sup>th</sup>, 2023.

. Those questions were addressed the meeting was adjourned at about 11:15am.

Thank you,



Litsy C. Pittser  
Procurement Specialist

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# ACKNOWLEDGEMENT OF ADDENDUM SOLICITATION



Amendment/Modification No: 1

Amendment of RFP No: 2023-06-001

Title: Installation of Cloud-Based Security Cameras

Name of Contractor \_\_\_\_\_

Date Addendum Received \_\_\_\_\_

Total Pages of Addendum including Acknowledgement 3

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

**All other terms and conditions stipulated in the original Village of Palmetto Bay Request for Proposal shall remain in force. All addenda created will be incorporated into the final contract and must be acknowledged in all proposals. This acknowledgement form must be included in the response and failure to sign and submit this form may result in rejection of your proposal.**