



ADDENDUM NO. 1

Date: May 9, 2018

To: All Interested Parties

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

Re: Minutes of Mandatory Pre-Bid Meeting, May 8th 2018
Request for Proposal No. 1718-43-001
Audiovisual System for the Village of Palmetto Bay (Municipal Building)

This Addendum forms a part of the Request for Proposal No. 1718-43-001 (RFP) Package Document with any amendments and/or additions noted below.

Minutes of the Mandatory Pre-Bid Meeting for May 8th, 2018

- Meeting started at 10:05 am on May 8th 2018, Litsy Pittser, Procurement Specialist for the Village of Palmetto Bay began the meeting by reading the Request for Proposal RFP# 1718-43-001, she stated in attendance was Mr. Eric Machado, IT Manager. Mrs. Pittser went over the schedule of events stated on the RFP, discussed the forms that needed to be included with the submittal. Following the announcements the meeting was stopped in order for the proposers to look at the equipment, take notes and photos. After the completion of the site visit, the proposers were led back to the conference room to resume the meeting. The following questions were brought up:

Question : When would the Village like to start this project? How many days do we have?

Village Response: *The Village would like to have the project started and completed during the month of August. Since there will be no Council meetings held during that month.*

Question: The switch located in the first floor conference room also feeds the amplifier in the main room. What should be done with it?

Village Response: *The switch in the first floor conference room allows the ceiling speakers to switch between the audio from the council chamber and the TV mounted on the conference room wall. If the switch can be repaired to full functionality and be compatible with the new AV system please repair it. If not please provide a compatible solution to make this conference room functional as per its prior role. Audio switching for the conference room needs to be managed inside the conference room.*

Question: What is the set budget for this project?

Village Response: *The set budget for this project is no more than \$ 200,000.00. These are the funds that have been allocated for the revamping of the Village audiovisual system. But, I do want to stress that this is an RFP we have included in the scope what we would like to have, if you have any suggestions on something better or items that are lacking on our scope, please include it as an optional item on your proposal for our consideration.*

Question: Is the maintenance and training will be in addition to the \$ 200,000 allocated in the budget?

Village Response: *. The training shall be part of the \$200,000 budget and shall be included in the overall cost of the project. The maintenance costs are not part of the \$200,000 budget but those costs shall be identified in the response.*

Question: So you stressed the set up will need to be simple and clean.

Village Response: *Yes, the set-up and operation of the proposed system shall be easy to operate. .*

Question: We would like the Village to outline so everyone that will be submitting a proposal can estimate the same. How many times per year will the Village need for training purposes?

Village Response: *The Village is not looking for continuous training. The training will be as required initially to enable current staff to operate the system. The Village may record the training sessions for its own future use. This does not apply to the purchase and installation of any new future equipment which would also require its own initial training.*

Question: What about the IT requirements for the equipment? Will there be no switching or routing on the network.

Village Response: *The state of the network functions in this building is changing; we have a project underway that we will revamp everything in this building. Currently, this building operates on a flat network there is no beelines but in the future there might be. So, it all depends on the selection process and the work process and the project implementation part. Once we find out the start date for the awarded proposer, the IT manager will have the new network in place and will help accommodate your needs in the building if not whatever you will be doing will be simple anyways. The IT Manager stated that although he does not know if he will be part of the review team for the proposals, he will make sure that whatever network is put in place coincides with the AV equipment.*

Question: Hours of operation for the installation?

Village Response: *The Village is open from 8:00am to 5:00pm Monday through Friday but if accommodations need to be done on a Saturday to test the equipment, the Village can accommodate.*

Question: Although acoustics was not part of the scope of the RFP, it is recommended to include due to the echo in the chambers.

Village Response: *Proposers may include the cost of acoustic panels as an option to the scope of the RFP.*

Question: In the training room, what will you do with the equipment? It can still be useful to work inside the training room. The lines can be capped so as to not interfere with the programming in the chambers.

Village Response: *The systems in the Training room shall be capped as to not interfere with the operations of the new AV system for the Chambers. The system in the Training room must remain operational.*

Question: With the old equipment that will be changed out, will this be a trade in or will it become a Village surplus?

Village Response: *Old equipment would be traded-in.*

Question: When can you get the "outsourcing" from Comcast on what they want to move to in coding? Or should we assume that the encoder takes HDSI, which is what we will be ending up in most of the cases. Will they supply it or do we need to supply it?

Village Response: *After consulting with Comcast on our broadcast services, the Village has determined to continue using the Leightronix standard-definition encoding equipment and its connection to Comcast Business Internet cable modem until the AV Room project is complete.*

Thank you,

Litsy C. Pittser
Procurement Specialist

**ACKNOWLEDGEMENT OF
ADDENDUM SOLICITATION**



Amendment/Modification No: 1

Amendment of RFP No: 1718-43-001

Title: Audiovisual System for the Village of Palmetto Bay (Municipal Building)

Name of Proposer _____

Date Addendum Received _____

Total Pages of Addendum including Acknowledgement 4

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 your proposal from being rejected.