



ADDENDUM NO. 2

Date: May 24, 2018

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. 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.

Question : The scope of request 8 units of touch screens and gooseneck mics for the DAIS, but I remember just 7 seats. Just wanted to be sure that there is 8 needed touchscreens and gooseneck mics for the DAIS.

Village Response: *Yes, we have 8 seats (5) Councilmembers (3) Charter Officers that includes the Clerk's Station.*

Question: The scope of work doesn't specify a mic for the Clerk station, but it has one mic right now. I assume we need to include this one as well, but prefer to be sure.

Village Response: *Yes, the Clerk station will need a mic.*

Question: *Since the scope demands Low Voltage Wirings and maybe/probably electrical outlet relocations, wouldn't we consider to pull Low Voltage/Electrical permit for it?*

Village Response: *Yes, you will need to pull a permit but the Village will assist.*

Question: Regarding the documents requested in the section 3.10 of the RFP: can those documents be submitted on our letterhead paper, or has to be filled directly over the RFP document.

Village Response: *The Village would prefer to have these documents filled in by hand. We try not to have the document altered in any way.*

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Question: We would like to request an extension at this time due to the holiday weekend and a no work day on Monday.

Village Response: Please note that due to the timeline, we would like to have this project started and finished in August. We will not be able to grant extension of time.

Question: Please confirm what would be the payment method?

Village Response: The Village would issue a Purchase Order and would pay by check after project completion no more than 30 days. This is customary, if the check needs to be cut before 30 days, it can be negotiable, but the project would need to be completed. This can be discussed with the awarded vendor.

Question: Confirm what signals you need to have the touch screen monitors; can it be a tablet?

Village Response: It is up to the proposer to propose the technical solutions to our requirement.

Question: What is required as BACKUP, the whole system; an auxiliary switcher?

Village Response: It should be the proposers' responsibility to configure backup solutions into their proposal in the event of a component failure.

Question: According to equipment list there is a SDP-850 camera Samsung SDP-850DX – document camera, THIS MUST BE MAINTAINED?

Village Response: If it's possible to incorporate this document camera device into the solution it should be included. If not, it should be explained why.

Question: Can we move the ceiling lights further?

Village Response: This will need to be explained and approved, but as of right now, yes.

Thank you,

Litsy C. Pittser
Procurement Specialist

**ACKNOWLEDGEMENT OF
ADDENDUM SOLICITATION**



Amendment/Modification No: 2

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 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 your proposal from being rejected.