MEMORANDUM
ADDENDUM #1
FOR CONFERENCE ROOM UPGRADES AND
RELATED PROFESSIONAL SERVICES

DATE: August 29, 2012

TO: Prospective Vendors

FROM: Toni Vitale, COSC Telecommunications Manager

SUBJECT: ADDENDUM #1 FOR Conference Room Upgrades & Related Professional Services

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The purpose of this addendum is to address the questions received by vendors. The following changes, corrections, additions and/or deletions are incorporated into the RFP. It is your responsibility to understand and comply with this addendum. Text added is **bolded** and text deleted is ~~struck through~~.

A signed copy of this document must be submitted with your response due [date and time]. Failure to do so may result in rejection of your proposal.

Company Name: _____

Authorized Representative: _____
(Signature)

Specification Changes:

2.1 Scope of Work

~~The City is requesting responses to this proposal within the following criteria:~~

1. ~~Turnkey solution itemized for all 23 conference rooms – proposal to include design, installation, equipment, materials and ongoing support & training.~~
2. ~~Solution itemized for all 23 conference rooms – proposal to include design, installation, and ongoing support. Equipment recommendation & costs for separate purchase.~~
3. ~~Turnkey solution for 12 public conference rooms proposal to include design, installation, equipment, materials and ongoing support & training.~~
4. ~~4. Solution for 12 public conference rooms – proposal to include design, installation and ongoing support. Equipment recommendation & costs for separate purchase.~~

For purposes of comparing bids, the City is requesting a lump sum, not to exceed, price for a turnkey solution for all 23 conference rooms – proposal to include design, installation, equipment, materials and ongoing support & training. Once proposals are received and the City has ranked all proposals, the highest ranked vendor will be required to itemize pricing for all 23 conference rooms and a final contract will be negotiated. If no agreement can be reached, negotiations will begin with the next ranked Vendor.

2.6 Training & Documentation

Training on the equipment is requested at two levels –IT support level and the user level. Two levels of documentation - technical and user - is ~~requested~~ **required** as well. **IT staff will receive sufficient training that will allow them to properly troubleshoot the majority of City staff issues. City staff will receive sufficient training to allow the majority of them to use the equipment without seeking help from IT.**

Section 6: Questionnaire Changes:

Question 9: **The City expects that IT staff will receive sufficient training that will allow them to properly troubleshoot the majority of City staff (user) issues.** Describe training to be provided to City's IT staff. **Be sure to provide number of hours of IT level training to be provided.**

Question 10: **The City expects that City staff (users) will receive sufficient training to allow the majority of them to use the equipment without seeking help from IT.** Describe training to be provided to the conference room users. **Be sure to provide number of hours of user level training to be provided.**

Section 7: Fee Schedule Changes:

ADD: For purposes of comparing bids, the City is requesting a lump sum, not to exceed, price for a turnkey solution for all 23 conference rooms – proposal to include design, installation, equipment, materials and ongoing support & training. Once proposals are received and the City has ranked all proposals, the highest ranked vendor will be required to itemize pricing for all 23 conference rooms and a final contract will be negotiated. If no agreement can be reached, negotiations will begin with the next ranked Vendor. The city is seeking the lowest cost for this service.

Lump sum, not to exceed, cost for turnkey solution: $_____

Breakdown and explain the lump sum calculation:

One-time costs:

Professional Services (Design and Project Management)	# of hours_____	$_____ hourly
Labor	# of hours_____	$_____ hourly
Other (please define)	# of hours_____	$_____ hourly

Hardware:
Attach a list of hardware to be installed, include item description and make/model. Please note that the City prefers to reuse/repurpose existing equipment as much as possible. Include lead time for ordering, install date & cost.

Equipment and Materials subtotal (including freight and sales tax): $_____

Lead time for ordering: _____
Install date: _____

Ongoing costs:

Annual cost for ongoing maintenance and support		$_____ yearly
Technical Training for I. T. Staff	# of hours_____	$_____ hourly
User Training for City Staff	# of hours_____	$_____ hourly

Other:
All costs incidental to the purchase of Conference Room Upgrades and Related Professional Services must appear on the Fee Schedule sheet. Make additions and attach additional sheets as needed.

The following Early Pay Discount and Local Business and Locally Owned Business Preference will reduce the pricing evaluation criteria (as shown in RFP section 3.4) for bid evaluation purposes. The contract will be awarded for the full amount of the bid.

Early Pay Discount
The City will take any early pay discount offered as long as the discount period is fifteen days, or greater. This amount will be calculated at the percent offered and will be applied as a discount to the bid total.

A _____% discount is offered for payment within _____ days.

Local Business and Locally Owned Business Preference
Local Businesses and Locally Owned Businesses must submit Attachment B, Local Business Preference Certification, with the proposal in order to receive the 2% and *additional* 4% preference. Any preference will be applied on the pricing criteria only.