

MEMORANDUM

To: All Interested Vendors

From: Mona Mawalkar
Procurement Manager

Date: July 10, 2024

Subject: Addendum No. 1
RFP 24-018 UPDATED Audio Visual Equipment Sourcing, Configuration and
Installation Services for Barnett, Linden, Marion Franklin and Canal Winchester
Branches

Questions and Answers for questions submitted and due date extension

Due to requests, the due date for this RFP has been updated to **July 23, 2024, at noon.**

- Q1. There was an RFP advertised in the past with a similar scope and location. It does not appear that there were any changes made to the drawings or AV system requests. The only difference appears to be with the format of the Excel spreadsheet. Is this correct? If not, please provide a narrative of changes for the updated RFP.
- A1. A room was missing from Appendix B - AV Price Proposal Form, which is now corrected. Please ensure you complete the Price Proposal form as requested in the RFP.
- Q2. If there were no changes to the AV system requirements, what is the main goal of the re-bid?
- A2. Columbus Metropolitan Library is committed to ensuring equitable access to information for all vendors. Due to numerous inquiries during the previous process, we have decided to reissue the Request for Proposal (RFP). Our goal is to uniformly furnish all vendors with updated and accurate information.
- Q3. The Excel spreadsheet format for pricing is not conducive to line item pricing. Would it be possible for CML to provide a consolidated per-room line for equipment instead of a partial line item list? For example, the Barnett branch has 44 lines provided for equipment. The actual full equipment list needed is approximately 141 lines of equipment. There's no standard way for all integrators to combine equipment lines in the same way to compare costs accurately.
- A3. The pricing spreadsheet provided includes a breakdown by room for each branch. It is not meant to be an exhaustive list of every single component needed for each system in each room. It's fine if bidders would like to provide additional breakdowns but we'd like a consolidated price by room as shown on the spreadsheet.
- Q4. When the meeting rooms are combined, AND the TV is plugged into the wall HDMI connection, video from the projector in the large meeting room will be displayed on the smaller meeting room TVs. The local HDMI input on the cart would not be used.

A4. Correct. There should be an HDMI connection from the back of the TV that will route through the cabinet with the power plug. Both will be able to plug into the wall; one for power and one to pull the projection from the large meeting room projector/projector screen. The local HDMI would only be used if the meeting rooms are separate and a customer wants to connect their laptop to the TV.

Q5. We do not see specific amplifiers noted for the project. How should we proceed?

A5. Specify where amplifiers are required and include a line item for the specific area with a note.

All Proposals must be received no later than Noon - 12:00 PM on July 23, 2024, EST.

PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM (ADDENDUM NO. 1) ON THE ACKNOWLEDGEMENT OF THE ADDENDA FORM IN THE RFP DOCUMENTS