



**PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE**

100 West Washington Street, Room 3200 | Hagerstown, MD 21740-4748 | P: 240.313.2330 | F: 240.313.2331
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**PUR-1379
ADDENDUM NO. 1
INVITATION TO BID**

**VIDEO PRESENTATION SYSTEM FOR THE
WASHINGTON COUNTY CIRCUIT COURT**

DATE: Friday, February 23, 2018

BIDS DUE: Wednesday, March 21, 2018
(Revised Date – Addendum No. 1) 2:00 P.M.

To Bidders:

This Addendum is hereby made a part of the Contract Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of three (3) pages.

NOTE: All Bidders must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible, and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include, but are not limited to: Weapons of any type; Firearms, ammunition and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace or any other chemical defense sprays; and Illegal substances.

ITEM NO. 1: *Inquiry:* Do you have Courtsmart installed within the designated courtroom where this AV Presentation system is to be installed? Because standardization is the key point. I know the area of Western Maryland is schedule for AV Presentation systems after the installation of the lower Eastern Shore of Maryland.

Response: Yes, Courtsmart is installed in the courtrooms.

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)

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ITEM NO. 2: *Inquiry:* For the Podium; I have the description of what is desired; is there a recommended manufacturer?

Response: There is no recommended manufacturer for the lectern/podium.

ITEM NO. 3: *Inquiry:* In section 28a of the Supplemental Terms and Conditions, it states that the bid must include a one-year, full-service warranty. (Interpreted as 1 year to be included in lump sum bid)

Section 28c calls for the Alternate No. 1 on the Form of Proposal to show the optional cost of 2 years of full-service warranty. (Interpreted as 3 years total)

In the last section (Alternate No. 1) in the Scope of Work/Specifications calls for the pricing of two years of warranty from the date of installation/acceptance. (Interpreted as 2 years total)

On the Form of Proposal itself, the title of Alternate No. 1 includes the description “Two Year Additional Warranty/Maintenance.” (Interpreted as 3 years total)

Please confirm whether Alternate No. 1 should be the price of one additional year (2 years total) or two additional years (3 years total).

Response: Alternate No. 1 should be the price of two (2) additional years (3 years total).

ITEM NO. 4: *Inquiry:* Page 24, Letter A., Furniture Related; is there a specific manufacturer or model for the furniture?

Response: No specific manufacturer or model is requested; refer to the bid document, Page 24, Scope of Work/Specifications, Letter A., Furniture Related for specifications.

ITEM NO. 5: *Inquiry:* Page 27, Letter H., Sound Reinforcement; does the current Lectern itself have amplifier and speakers built in?

Response: Yes; the proposed system shall also include an amplifier and speakers built in. Refer to the bid document, Page 27, Scope of Work/Specifications, Letter H., Sound Reinforcement.

ITEM NO. 6: *Inquiry:* Page 27, Letter J., Monitors; is cabling to be provided under this contract?

Response: Yes, cabling is to be provided; refer to the bid document, Page 27, Scope of Work/Specifications, Letter J., Monitors.

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ITEM NO. 7: A one-time site visit to the area that is associated with the equipment has been scheduled. There will not be any other scheduled site visits nor will accommodations be made for any requests. Attendance at the site visit is not mandatory but is strongly encouraged.

Bidders are to meet with County Representative Michelle Hansen, telephone 301-223-2606 or 301-639-2015 (cell), at the Circuit Court Building, 24 Summit Avenue, Courtroom No. 1, Hagerstown, MD 21740 at **10:00 A.M. (EDST) on Wednesday, March 14, 2018.**

ITEM NO. 8: All references in the bid document made to the bid submission deadline have been extended to no later than **2:00 P.M., Wednesday, March 21, 2018.**

ITEM NO. 9: A subsequent Addendum shall be issued with responses to questions and with additional information.

BY AUTHORITY OF:



Rick F. Curry, CPPO
Director of Purchasing