



PURCHASING DEPARTMENT
DIVISION OF BUDGET & FINANCE

Q-21-706
ADDENDUM NO. 1
REQUEST FOR QUOTATION

AUDIO VIDEO CONFERENCING SYSTEM

DATE: Tuesday, January 25, 2022

QUOTES DUE: Wednesday, February 16, 2022
(Revised Date via Addendum No. 1) 3:00 P.M. (EDT/EST)

To Vendors:

This Addendum is hereby made a part of the Request for Quotation (RFQ) Documents on which all quotations will be based and is issued to correct and/or clarify the original documents.

Please acknowledge receipt of this Addendum on the Quotation Form. This Addendum consists of two (2) pages and one (1) attachment.

NOTE: Washington County Government has limited access to the Washington County Administration Complex at 100 West Washington Street, Hagerstown, Maryland until further notice. All Quoters shall allow ample time for delivery of their quote packets. Delivery of quote packets via-courier service or United States Postal Service (USPS) will be accepted. Those quoters who wish to deliver their quote packet in person will need to call 240-313-2330 to receive instructions for dropping off their quote packet.

ITEM NO. 1: *Inquiry:* Is it possible for you to share pictures of the room, especially the side where the displays are supposed to be mounted?

Response: See attachment "A" to this Addendum.

ITEM NO. 2: *Inquiry:* Can our reseller schedule a site visit prior to the bid opening?

Response: A site visit is scheduled for **Monday, January 31, 2022 at 10:00 A.M. (EST/EDT)**. **No accommodations shall be made for a site visit at a different date or time.** All interested bidders are requested to meet at the Washington County Sheriff's Patrol Building, 500 Western Maryland Parkway, Hagerstown, Maryland and to contact Barry Levey at 240-313-2860.

ITEM NO. 3: *Inquiry:* What is the max capacity of individuals that will be present in the room?

Response: The room can accommodate one hundred (100) persons with no tables; forty (40) persons with tables and adhering to the current CDC guidelines; only

Fifteen (15) persons are permitted to be present at one time in the training room.

ITEM NO. 4: Inquiry: Can you kindly provide a list of current equipment that needs to be removed?

Response: There is no equipment requiring removal.

ITEM NO. 5: Inquiry: Can you kindly identify the locations and quantity of power sources in the room?

Response: There are three (3) AC receptacles existing on each wall of the training room.

ITEM NO. 6: Inquiry: Can we provide our own quote sheet with an itemized breakdown along with our proposal?

Response: Refer to the Quote document, Pages 11 and 12, Form of Proposal. Quote shall be submitted on the Form of Proposal, in the unit of measure requested. Any itemized breakdown shall be noted in the remarks and exceptions of the Form of Proposal provided.

ITEM NO. 7: Inquiry: How soon do you want the project started and completed ideally?

Response: The project shall be completed no later than sixty (60) days after the notice of award has been issued to the vendor.

ITEM NO. 8: Inquiry: Can we propose an alternate solution that simplifies the entire video conference experience for you and your team.

Response: OneScreen video conferencing and collaboration solutions is not an acceptable or approved substitution.

ITEM NO. 9: All references in the quote document made to the quote submission deadline have been extended to no later than **2:00 P.M. (EDST), Wednesday, February 16, 2022.**

By Authority of:



Rick F Curry, CPPO
Director of Purchasing

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

