



## ADDENDUM NUMBER TWO FOR CONTRACT NUMBER FY2014-95

**DATE:** February 7, 2014

**TO:** ALL PROPOSERS OF RECORD

**PROPOSAL FOR:** Media Updates to Municipal Building Courtroom

This addendum forms a part of and modifies the Request for Proposal specifications for the above item currently scheduled to open February 28, 2014 at 10:00 a.m. (local time) at the City of Oak Ridge, Central Services Complex, 100 Woodbury Lane, Oak Ridge, Tennessee.

### ITEM 1 – Questions, Comments and Requests for Clarification received from Proposers

1. Question: *We understand that attendance is mandatory at the onsite pre-proposal conference. Can you please let us know if you will also provide a call-in conference number for additional attendees to attend remotely?*

Answer: *No. All Respondents must attend in-person.*

2. Question: *Can you please let us know how many voting members the largest board currently has?*

Answer: *7 on City Council. 12 for City Boards and Commissions.*

3. Question: *How do board members currently review the agenda from the dais? Are members currently utilizing iPads?*

Answer: *City Council is distributed both a paper copy of the agenda cover page(s) and they utilize iPads and Laptops.*

4. Question: *Does the City require only one original copy of the RFP response to be mailed or are additional copies requested?*

Answer: *No.*

5. Question: *Can you please provide a diagram of the current setup for the council chambers? It would be helpful to see how A/V is currently setup.*

Answer: *No, however, a tour of the room(s) will be providing during the pre-bid meeting.*

6. Question: *Is the current audio and video recording currently done in-house or by an outside vendor? If done by a vendor, can you please provide information on who the current incumbent is?*

Answer: *A combination of both. The City has contract with BBB Communications Channel 12 to assist with broadcasting City Council meetings.*

7. Question: *Is the City looking for a solution that can provide both audio video equipment and installation, as well as streaming web hosted solution?*

Answer: *This is not a part of this proposal process.*

a. Question: *If you currently have your own audio video equipment, can you please specify what type and model of cameras you use and how many microphones you currently utilize?*

Answer: *The City does not have that information readily available. Respondents will be able to see what equipment that City has on-hand during the pre-bid meeting. Currently, the City utilizes 10 microphones for City Council meetings. Part of the proposal process is to learn about potential replacement option.*

b. Question: *If interested in audio video equipment, would you prefer an on-site video producer and camera operator, or would you like an on-site fixed solution?*

Answer: *More information would be needed regarding on on-site fixed solution before an answer could be provided.*

c. Question: *If interested in audio visual equipment, please specify how many microphones are needed for board members, and how many cameras are preferred.*

Answer: *Part of the proposal process is to learn about potential replacement option and/or efficiency improvements. The City is not fixed on a certain number of either of those at this point in time.*

8. Question: *Is the City interested in the ability to index and cross-link agenda items alongside streaming video?*

Answer: *Not at this time.*

**\*\*\*\*\* Acknowledge receipt of this addendum when you submit your bid \*\*\*\*\***