



# TRANSYLVANIA COUNTY ADMINISTRATION BUILDING INFORMATION TECHNOLOGY / AUDIO-VISUAL SYSTEMS PACKAGE

## Addendum #1 Issued March 12, 2014

### Clarification on Items:

- A. The Audio-Visual Package will need to have the ability to broadcast, record and archive, and stream via the internet.
- B. For overflow purposes from the multipurpose room, only the large conference room will be used. The small conference room will not be used for overflow from the multipurpose room.
- C. For iPad and tablet interfacing and connectivity, the number of users will be ten (10). Multiple proposal options for this function are encouraged.
- D. For set up and control of the audio-visual system, the ability to remotely (off site) do so is desired.
- E. Two (2) points of control are required for the multipurpose room. The first being at the back left of the room where the audio-visual controller will potentially be stationed. The second is at the front left of the room at the desk where the Clerk to the Board will be seated.
- F. The phone system that will be installed in the building will be digital, standardized ESI, with VoIP capabilities.
- G. The IT switch will be Cisco, and the Owner will provide that.
- H. For WIFI security, access will be via USB port.
- I. The vendor will need to include a resident PC for access in their proposal.
- J. The conference table used in the large conference room will be 54 inches wide by 18 feet long. It will seat 18 people and likely have a raised data port/power port section in the middle of the table.
- K. Omit references to attachment II (Project Cost Summary Sheet) or attachment III a – j (Individual Room Cost).

**Please submit any additional questions regarding the RFP no later Friday, March 14<sup>th</sup>.**

Each complete proposal shall be one (1) original and two (2) bound paper copies clearly labeled on the exterior with the Company Name, Company Contact Information (to include Name, Telephone Number, and email address), Company Address, Original or Copy, and the name of the RFP "TRANSYLVANIA COUNTY INFORMATION TECHNOLOGY/AUDIO-VISUAL SYSTEMS PACKAGE". In addition to the three (3) hard copies, the Contractor must also include one (1) CD-ROM version. The CD-ROM must contain only the information included the hard copy version of the proposal in a pdf format and the disc must be clearly labeled with the Company Name and RFP name.

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