



CITY MANAGER'S OFFICE
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7035 · www.newarkde.gov

March 8, 2023

RFP NO. 23-01
COUNCIL CHAMBER HYBRID MEETING PLATFORM UPGRADE

ADDENDUM #2

PROJECT INFORMATION

- A. Name: Council Chamber Hybrid Meeting Platform Upgrade
- B. Owner: City of Newark, Delaware
- C. RFP Number: 23-01
- D. Date of Addendum: March 7, 2023
- E. Pre-Bid Meeting Date: 2:00 p.m., Monday, March 6, 2023
- F. **Questions Deadline: 5:00 p.m., Monday, March 13, 2023**
- G. Bid Submission Deadline: 2:00 p.m., Tuesday, March 28, 2023

NOTICE TO BIDDERS

- A. The Bidder shall acknowledge receipt of this Addendum with their submitted proposal.
- B. The date for receipt of proposals is unchanged by this Addendum (2:00 p.m., Tuesday, 3/28/23).
- C. The question deadline remains unchanged by this Addendum (5:00 p.m., Monday, 3/13/23).

RESPONSES TO QUESTIONS ASKED DURING THE PRE-BID MEETING

Question 1:	Is the proposer expected to design and implement the solution, or just design?
Response 1:	Design and implementation are expected for a turn-key solution for Newark.
Question 2:	Does the City use VOIP or an analog phone system?

Response 2:	VOIP.
Question 3:	Is the City looking for an Enterprise Network solution?
Response 3:	If required as part of the proposer's solution.
Question 4:	Would you like to replace the cabinet/secured equipment rack?
Response 4:	A new cabinet would be preferred to allow proper air circulation and security.
Question 5:	Newark is looking for two quotes for the projector?
Response 5:	Two choices to choose from is the expectation.
Question 6:	Do you want speakers in the ceiling in the center of the Council Chamber?
Response 6:	If absolutely required. The ceiling there is not drop-down so this would be difficult.
Question 7:	Are you looking to replace the projector screen?
Response 7:	Yes.
Question 8:	Would you like to remove the Poly setup?
Response 8:	Yes.
Question 9:	You need six hard copies of the proposal <u>AND</u> an email copy?
Response 9:	An emailed copy is preferred. If email is not possible, six hard copies should be sent. We do not need both.
Question 10:	Do you have a preference on wired versus wireless microphones?
Response 10:	Wired is a strong preference.
Question 11:	Do you want a call out option from a laptop or a unified meeting room solution?
Response 11:	If possible, the ability to use both options would be preferred.
Question 12:	You want cameras that can switch to each speaker while they are speaking?
Response 12:	Yes, the cameras should switch between speakers with minimal delay
Question 13:	You want four cameras?

Response 13:	Four cameras are not required. Proposed solution needs to capture all speakers on camera.
Question 14:	You don't want pricing at all in the proposal?
Response 14:	Correct, we just want the proposal in the main submission via email. All pricing-related items should be put in a separate fees document and sent by <u>mail</u> to the Purchasing Division (220 South Main Street; Newark, DE 19711).
Question 15:	Does the pricing document need to be received by the proposal deadline or just postmarked by then?
Response 15:	All documents must be <u>received</u> by the deadline.
Question 16:	Do you have any manufacturer preferences for any of the equipment used?
Response 16:	We would prefer to avoid Poly products. No other manufacturer preferences.
Question 17:	Should the lobby speakers be tethered to the Council Chamber speakers, or have toggle ability?
Response 17:	The lobby speakers should have toggle ability accessible from within the Council Chamber.
Question 18:	Can we repurpose existing equipment that has long lead times? Such as Crestron and Shure products.
Response 18:	Our preference is new equipment. However, if current equipment is fully operational than it can be repurposed to expedite install date.
Question 19:	Where would the control systems be installed?
Response 19:	The primary controller should be at the moderator's seat which is behind the podium with the laptop. The backup controller should be in the middle of the dais by the time clock device.
Question 20:	Who did the most recent install and when?
Response 20:	The most recent install was completed in 2021 by Kinly.



PRE-BID MEETING SIGN-IN SHEET

Project: Council Chamber Hybrid Meeting Platform Upgrade

Owner: City of Newark

Date: March 6, 2023

Time: 2:00 p.m.

Location Held: 220 S. Main St.

Please Print CLEARLY

NAME	TITLE	COMPANY	PHONE #	EMAIL ADDRESS
Donald Lynch	IT Infrastructure Manager	City of Newark	302-366-7000	dlynch@newark.de.us
Jeff Martindale	Chief Purchasing Officer	City of Newark	302-366-7000	jmartindale@newark.de.us
B.T. Chalfant	Account Manager	Haverford Systems Inc	484-888-6646	rt@haverford.com
DARREN ROSGUBUM	SALES MGR -	LEPRO CORP	610-650-4102	DARREN@LEPRO.COM
Steve Schofield	Account Manager ^{manager}	Assurance Media	(302)409-3930	sschofield@assurance media.net

NAME	TITLE	COMPANY	PHONE #	EMAIL ADDRESS
Matthew Netta	Sales & Marketing Manager	Delaware AV	302-655-1600	mnetta@dclawareav.com
AJ Rahman	AV Manager ^{Designer}	Assurance Media	302-229-4882	arahman@assurance-media.net

END OF ADDENDUM #2