

**ADDENDUM NO. 1 TO PUR 20-011 - City of Stockton
Government Access Channel Equipment Replacement and Design Services
Q & A**

Question 1:

We will supply an HD document camera. What would be the size of the largest documents?

Response 1:

The HD camera is use during meetings to project paper documents on the screen behind the presenter's podium. It was used extensively in years past. Now, it is used, on occasion, when no electronic medium is available on the presenter's station computer, for example, when transitioning between electronic documents and the file must be searched for on the presentation computer. It can also be used on an impromptu basis when a paper map is needed to describe a location being discussed during public meetings.

Transition documents are typically 8.5 x 11-inch sheets of paper. The largest paper document that could possibly be displayed from that location is ledger 12 x 18 inches.

Please bid this item as optional.

Question 2:

We understand that you have a computer that feeds the video projector. Did you want to replace that computer? Will we supply that? If so, do you have a brand/model preference?

Response 2:

The video projector computer, or presenter's computer, is maintained by the City of Stockton IT Department. This is not part of the RFP/Bid response.

Please do not bid this item.

Question 3:

Do you want to archive your meetings on DVD or need DVD's of the meetings to distribute to council members or citizens? If so, how many copies?

Response 3:

Meetings are archived by the Granicus system; however, we do record meetings on DVD, initially, as back-up, if there is a failure in uploading to Granicus. The DVD that records the meeting, is handed off to the City Clerk to maintain, in the rare event that the meeting did not upload or record to Granicus.

Once the meeting is available in Granicus that is the official copy of the meeting. Granicus offers a download feature, so council members or members of the public can download the entire meeting file. On occasion, we will receive a request for a copy of meeting recordings from a member of the public that does not have recording capability. If we need to download and record a copy of the meeting to respond to a request for public records, we do need a DVD burner. Multiple copies are not required.

Please bid the DVD burner for production recording during the meeting as essential.

Please bid the DVD burner for recordings post-production as optional.

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Question 4:

Can you give us the dimensions of the video control room?

Response 4:

Please see the following documents, attached:

- Control Room Diagram Dimensions
- Master Control Unit Console Measurements

Question 5:

Does anyone in the council chambers during a meeting need to communicate with the person running the video?

Response 5:

While this is not a feature that we currently have, it would be helpful at times.

Please bid this feature as optional.

Question 6:

What budget range are you expecting for this project?

Response 6:

The design and one-time equipment costs will be paid for through the PEG Fee account. There is enough funding to cover these costs in the account. PEG Fee funds cannot be used for on-going or personnel costs.

An RFI issued earlier this year estimated costs in excess of \$300,000; however, none of the RFI estimates were based on premise visits, nor comprehensive enough to determine if this amount is comprehensive or excessive in scope.

While cost is a consideration, what is most important is retaining all current functionality and/or improving current operations with a minimum amount of downtime during installation.

Please do not bid solutions that require or assume on-going monthly costs, as we have not budgeted for on-going, monthly costs.

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Question 7:

Do you anticipate extending the bid due date?

Response 7:

No. Incomplete or late proposals will automatically be disqualified.

Question 8:

What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

Response 8:

Additional details were provided during the virtual job-walk and in these responses, which were submitted by the deadline of May 27, 2020.

A video of the job walk is available for viewing at: <https://youtu.be/8BhCgNsj2dY>

Question 9:

Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com?

Response 9:

This solicitation is not exclusive to USA firms; the document has a section on local preference due to the nature of the work to be performed.

Question 10:

Other than your own website, where was this bid posted?

Response 10:

The notice was posted on the City of Stockton website at www.stocktonca.gov/BidFlash which is available in Ask Stockton. Additionally, notice of the release of the RFP was sent to all individuals and companies that have registered for email alerts through our Bid Flash webpage.