



February 21, 2019

ADDENDUM NO. 2

REQUEST FOR PROPOSALS (RFP) # SN1901- AUDIO/VIDEO EQUIPMENT AND SERVICES

ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USB DRIVES OF THE RESPONSE TO BE SUBMITTED**All responses shall be addressed and returned to this location by the due date listed below:**

**City Colleges of Chicago
Dawson Technical Institute
Procurement Services
3901 South State Street, Room 102
Chicago, IL 60609**

Attention: Steve Nash, Contract Administrator

***Responses must be received no later than 12:00 p.m. local Chicago time, on
Monday, March 18, 2019***

Modifications to the RFP document:**Item No. 1 – PAGE 2, TABLE OF CONTENTS****Currently Reads:**

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CHANGE TO:

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Item No. 2 – PAGE 6, SECTION 2.04 INSTALLATION, INTEGRATION AND SUPPORT**Currently Reads:****A. Audio Video: Installation, Integration and Support Services**

- 1) Audio Video Services: Service is to include, but not be limited to, the following:
 - (a) Provide Technical Design
 - (b) List required equipment based on CCC equipment specifications
 - (c) Upon approval of design and equipment list by CCC, set up, install and integrate system
 - (d) Configure/Program system
 - (e) Commission system
 - (f) Use case documentation and how to instructions

Each Proposer's proposal must adhere to the following guidelines:

1. Should the proposed support services be provided by a party other than the Proposer, identify the service organization and provide a letter from said organization acknowledging and defining the proposed services. CCC reserves the right to vet and approve staff proposed.
2. Provide hourly rate(s) for all technical support services. CCC requests a rate card be established for technical and project staff proposed by the vendor. Vendor is to indicate hourly rates for each category of staff.
3. Proposals for installations are to be broken down by equipment costs and hourly estimates. CCC reserves the right to request Scope of Work submittals from contracted vendor indicating exact costs of equipment, hours and staff required for service and total cost/time frame for requested service.

4. Service level agreement metrics are to be proposed. Four (4) hour installation from time of call for a single desktop replacement is to be one metric. Proposals should indicate service level proposed.

CHANGE TO:**INSERT NEW SUBSECTION B:****A. Audio Video: Installation, Integration and Support Services**

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3. Proposals for installations are to be broken down by equipment costs and hourly estimates. CCC reserves the right to request Scope of Work submittals from contracted vendor indicating exact costs of equipment, hours and staff required for service and total cost/time frame for requested service.
4. Service level agreement metrics are to be proposed. Four (4) hour installation from time of call for a single desktop replacement is to be one metric. Proposals should indicate service level proposed.

B. Audio Video: Service, Maintenance, and Repair of Existing Equipment

CCC currently provides audio video rooms at all of its locations, with a variety of applications and services that fill the need of the Campuses, Satellites, and District Office. The vendor will be expected to support the existing audio video at all CCC locations that is in place prior to the award of this contract. The vendor will provide support for all existing AV equipment and services that is currently in place which may or may not be covered under warranty.

Should the vendor identify during a service call assessment equipment or materials in need of service, repair, or maintenance that is either covered under warranty or not covered under warranty, CCC expects that the vendor notify the requestor of the findings. In the event equipment or materials in need of service are not under warranty, repair/maintenance shall not commence without an approved purchase order. The vendor will be requested to provide a quote for the cost of the repair/maintenance. Once the quote is approved and PO submitted the on-site repair/maintenance shall commence. If the equipment or materials in need of service are under warranty, the vendor will be requested to provide a quote for the cost of the service and installation only. Cost for the warrantied equipment should not be included for materials

currently under warranty.

Item No. 3 – PAGE 26, SECTION VIII – EXECUTIVE SUMMARY FORM

Currently Reads:

SECTION VIII - EXECUTIVE SUMMARY FORM

CHANGE TO:

SECTION VII - EXECUTIVE SUMMARY FORM

Item No. 4 – PAGE 27, SECTION IX – COST PROPOSAL

Currently Reads:

SECTION IX – COST PROPOSAL

CHANGE TO:

SECTION VIII – COST PROPOSAL

Item No. 5 – PAGE 28, SECTION X – INSTALLATION INTEGRATION AND SERVICES PROPOSAL

Currently Reads:

SECTION X - INSTALLATION, INTEGRATION AND SERVICES PROPOSAL

CHANGE TO:

SECTION IX - INSTALLATION, INTEGRATION AND SERVICES PROPOSAL

Modification Item No.6

ATTACHMENT INSERT – SECTION VIII EXHIBIT A: AUDIO VISUAL INTERROGATORIES

Please acknowledge receipt of all Addendums in your proposal responses.

END OF ADDENDUM