



ADDENDUM NO. 1
May 29, 2018

RE: **RFP 077.18.B5, Audio Visual Installation Services**

FROM: **Purchasing Office
Howard County Public Schools
10910 Clarksville Pike
Ellicott City, MD 21042
(410) 313-5644
(410) 313-6789 fax**

TO: **PROSPECTIVE BIDDERS**

This addendum modifies the Original Bidding Documents as noted below. Acknowledge receipt of this Addendum in your Proposal. Failure to do so may subject the Bidder to disqualification.

1. **ADD:** Contractor shall be responsible for all programing, scanning and setup of all projectors and TV tuners.
2. **ADD:** Contractor and/or electrical subcontractor shall acquire Howard County Electrical permits in compliance with local, State and National Electrical codes.
3. **ADD:** Section 4.4.22 and on Bid Price Sheet, Data and CATV RF Jack for projector and tuner.
4. **REPLACE:** Section 4.4.4.20, Bid Price Sheet, and on drawing Chief WBM2U Micro - Adjustable Universal Whiteboard Mount with Chief WBM3E Micro-Adjustable Telescoping Leg Whiteboard Mount
5. **INSERT:** Attachment - Raceway Layout.
6. **INSERT: Section 4, Scope of Work, 5.26, Contract Implementation**

5.26 It is the HCPSS intent to award RFP 077.18.B5 to two or more contractors. When projects are initiated by the HCPSS Contract Manger, successful contractors shall follow the procedure outlined below to provide project pricing and to set project schedules. Projects may be a single installation or a multiple school/multiple classroom installation.

1. For projects expected to be under \$7,500 contractors will be selected based on criteria determined by the HCPSS Contract Manager.
2. For projects expected to be over \$7,500 the HCPSS Contract Manager will contact selected contractors to initiate a site visit. After inspecting the site, a scope of work and schedule will be refined/defined by the HCPSS Contract Manager and issued to Contractors.
3. After a field check of all dimensions and other conditions affecting the work, selected contractors shall submit not-to-exceed quotes and a firm work schedule to 100% complete the project given the scope of work. Quotations shall be based on rates offered on the Bid Price Sheet. HCPSS assumes no responsibility of errors made by the contractor when measuring and reviewing site conditions

4. HCPSS will select a contractor that offers a not-to-exceed price and/or time frame that best serves the school system's interest.
 5. HCPSS will issue a standardized Quote Form for resulting contracts. Quotations shall show itemized material and labor costs and a total not-to-exceed cost shall be submitted along with a brief descriptive plan of action and a schedule of work to the Contract Manager for approval within two (2) working days after site visit.
 6. After approval of the submittal by the Contract Manager, a purchase order will be issued to the selected contractor. This purchase order will confirm the scope of work, commencement date, time frame and price.
7. **INSERT: Section 4, Scope of Work, 5.19.11, Warranty Service/Repair**
- 5.19.11, Contractor shall guarantee all materials for a minimal of one year or the period stated in the manufacturer's specifications, whichever is longest.
- Epson Lamp Warranty. Contractor shall guarantee all Epson projector lamps for a minimal of three years or up to 4,000 hours.
- Epson Extended Warranties. Extended warranties cover projector failure and lamp replacement should a lamp fail during the warranty period.
- Contractor shall guarantee workmanship for a period of one year after the date of substantial completion as determined by the HCPSS Contract Manager. Substantial completion is defined as the date the HCPSS Contract Manager approves payment of final invoice for each project.
8. **Due Date:** Bids are due Friday, June 1, 2018, 10:00 am.

END OF ADDENDUM

Attachment - Raceway Layout

