

Addendum 1

Request for Proposal FY16-0714 Voice Data and Infrastructure Cable

Addendum No. 1 (herein referred to as "Addendum")

This Addendum revises the above-described procurement, and is hereby incorporated and made a part of the above-described procurement as if the Addendum had been included in the original procurement documents. Addendum posted on website at [www.orangeburgcounty.org-Procurement](http://www.orangeburgcounty.org-Procurement).

This addendum is as follows: RFP Clarifications and Questions/Responses Posted June 24, 2016

**1 RFP CLARIFICATIONS**

1. Submittal Requirements and Proposal Format

A. **Proposal Clarification Questions:** After reviewing all proposals received in response to this RFP, the County may develop a list of clarification questions to be addressed by the Respondent. The County or its agent shall send these questions to the Respondent for clarification. The Respondent shall provide a response within three (3) working days following the inquiry.

B. **Submittal Requirements:** Provide (1) Original, (2) Paper Copies and (1) Electronic Copy of the proposal.

C. **Submittal Format** Proposals shall be submitted by tab number as instructed below. The Respondent agrees and shall comply with all provisions and specifications as stated in this RFP unless otherwise stated in the Exceptions section of this RFP. Any additional cost or factors to meet a specification or requirement must be noted in the Exceptions section. Failure to respond to these requirements may result in the proposal being considered non-responsive.

1. Tab 1 – Minimum Criteria

a. Cover letter – with overall price, any special conditions, and signature

b. A brief profile of the firm, including the following:

i. A brief history of the business

ii. Organizational structure of business

c. Documentation of vendor's specific comparative experience(s) to demonstrate that vendor has successful experience with a comparative scope of work. The vendor's specific comparative experience should include a brief description of whatever parallels vendor believes exist between the scope of work for this procurement and vendor's actual experience.

2. Tab 2 – Required Documents
    - a. Copy of Workmen’s Compensation Insurance
    - b. Certificate of Liability Insurance
    - c. Certifications and/or letter from manufacturer(s) that the firm is an authorized installer and maintenance provider
    - d. Five-year maintenance support guarantee from manufacturer and Respondent
    - e. **A description of any litigation within the last 10 years to which vendor has been a party.**
    - f. Certification of No Exceptions
    - g. Certification of Preference(s)
    - h. Addendum Acknowledgement
    - i. Code of Articles
  3. Tab 3 – Executive Summary/Overview
    - a. Written summary of the understanding of the scope of work to be performed
    - b. Technical summary of the system proposed, including details about any “improvements” over and above the base request (for example, resiliency/redundancy, system management, database consolidation, or larger number of ports)
  4. Tab 4 – Network Drawings and Equipment Specifications
  5. Tab 5 – Unified Messaging Overview
  6. Tab 6 – Installation Methodology and Acceptance Testing
  7. Tab 7 – County Responsibilities
  8. Tab 8– Respondent and Subcontractor Qualifications, Support Capabilities, and References
  9. Tab 9 – Project Team and Maintenance Team Resumes/Certifications Software
  10. Tab 10 – Proposal Cost and Bill of Materials
  11. Tab 13 – Sales Documents and Brochures
- D. **Exceptions to the RFP:** Respondents may find instances where they must take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified in the Certificate of No Exception, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the County, and a description of the advantage to be gained or disadvantages to be incurred by the County as a result of these exceptions.

- E. Subcontractors: If Respondent's organization will use subcontractors, they must be identified under the References tab of your response.
- F. Request for Additional Information: Prior to the final selection, Respondents may be required to submit additional information regarding the Respondent's qualifications and experience that the County may deem necessary to further evaluate the proposal's qualifications.
- G. Proposal Award: The RFP consists of a base proposal configuration that shall be accepted or rejected in its entirety and proposal options that the County may accept or reject individually without regard to the listing order of the option, but only as the County determines is in its best interest.
- H. Right to Accept/Reject: The County reserves the right to reject any or all proposals and waive any irregularities. The County also reserves the right to choose the proposal that is deemed in the best interest of the County based on any or all criteria, etc. In addition, the County reserves the right to negotiate any or all items and terms of proposal.
- I. After Hours Cost: The cutover shall take place after hours (at a time to be determined), and work shall occur over a weekend. These costs shall be included in the total price presented in the RFP response.
- J. Rights to Submitted Material:
  - 1. All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by Respondents shall become the property of Orangeburg County when received.
  - 2. The County reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Respondent of the conditions contained in this Request for Proposal.
- K. **Submittal of Qualifications:** Respondents should submit experience and qualifications as described in the RFP. Additional information may be submitted as appropriate to further describe vendor and provide product capabilities.
  - 2. A soft copy of the Cost Work Sheet in Excel format has been posted in the FY16-0714 Solicitation folder. This form is to be used to provide all pricing.
  - 3. Strike Section 27 30 00 - 2.20 Alternate 8 Virtual Server Support in its entirety. The County will not be placing any services on their VMware environment.

## 2 QUESTIONS

- Q1. Will you please approve an extension of the RFP response deadline by three weeks in respect of the Independence Day holiday and since this response will require a significant amount of work?
- A1. No. Due to scheduling this is not possible

- Q2. I would like to ask if it is possible to schedule another group site walkthrough, throughout all of the buildings to answer some questions that we have regarding the project for the installations of new pathways and the existing pathways that are to be demolished and removed.
- A2. No. Due to scheduling this is not possible.
- Q3. I wanted to follow up with you and ask if we could schedule a walk-through of our own this Thursday June 23, 2016 from 10:00 am until closing, we need to revisit all of the buildings to work out some of the details for our proposal.
- A3. No Due to scheduling this not possible.