

**FLORIDA STATE UNIVERSITY
PURCHASING DEPARTMENT
A1400 UNIVERSITY CENTER
TALLAHASSEE FL 32306-2370**

ADDENDUM ACKNOWLEDGMENT FORM

DATE: October 1, 2009

ADDENDUM NO .1 Competitive Solicitation Number ITB5348-1

TITLE: Furnish and Install Custom Lectern & Equipment

INSTRUCTIONS TO RESPONDERS:

Attached is additional information pertaining to the Competitive Solicitation. Please read this information carefully and incorporate it into the terms, conditions and specifications submitted with the original solicitation and any prior addendum's. **This cover sheet must be signed by the individual signing the solicitation and returned with this solicitation.**

CERTIFICATION:

This is to certify that I did receive the referenced addendum and have incorporated the terms, conditions, and specifications listed therein into the attached Competitive Solicitation.

SIGNED

TITLE OF ABOVE

ITB5348-1: Furnish and Install Custom Lectern and Equipment

APPS Conference Center Presentation Technology Project

FSU CONFERENCE CENTER PROJECT

Addendum #1

This addendum is issued to provide clarification or to amend the above referenced Invitation to Bid as shown below. Failure to file a protest within the time prescribed in accordance with BOG regulation 18.002 and FSU Regulation 6C2R.2.015, or failure to post the bond or other security as required in BOG regulation 18.002 shall constitute a waiver of proceedings.

Page 10: CALENDAR OF EVENTS

THE FOLLOWING CALENDAR EVENTS ARE AMENDED AS FOLLOWS:

4. FSU POSTS RESPONSES AND ADDENDUM: October 1, 2009

5. BID'S DUE: 2:00 p.m. October 6, 2009

A. CALENDAR OF EVENTS

Time deadline is close of business, 5:00 p.m., unless otherwise indicated. Bids are due at 2:00 p.m. on the date shown in the Calendar of Events below (unless an amendment to the bid is issued by Purchasing.)

1. Bid Issued and Advertised September 17, 2009
2. Site Visit / Pre-bid meeting September 23, 2009

Site visit location: Construction Trailer / APPS Conference Center

Attire: Construction Area / Closed-toe shoes are required.

Site visit time: 11:00 a.m.

Pre-bid conference location: President's Conference Room, 201 Westcott Hall

Pre-bid conference time: 1:00 p.m.

Campus Map:

<http://www.facilities.fsu.edu/SpaceMgt/Maps/MainCampusMap.pdf>

APPS Construction Trailer: Purple "Construction" Legend; Building 10

Westcott Hall: Garnet Legend; Building 1

3. Last Day For Bidders to Submit Written Questions September 28, 2009

4. FSU Posts Responses and Addenda (AMENDED ABOVE)
~~September 29, 2009~~

~~5.~~ **Bid's Due: 2:00 p.m. (AMENDED ABOVE) -October 5, 2009**

- | | | |
|----|---|------------------|
| 6. | Award Posted on or about: October 6, 2009 | |
| 7. | Purchase Order Issued on or about: | October 9, 2000 |
| 8. | Project Completion/Final Acceptance (Turn-over) | December 7, 2009 |

Page 26, Paragraph 6 - Appendix "A" – System Requirements,

- Delete: *Some cameras should be hi-definition but all must provide at least 1080p resolution.*
- Add: *Three cameras will be hi-definition, and all others shall provide a minimum of 720p resolution up to a maximum of 1080p.*
-

Page 26, Paragraph 8 - Appendix "A" – System Requirements,

- ADD: This bid requires 10 media site recorders for the 11 meeting rooms; APPS will provide one existing media site recorder for the project.

Page 27:

- Delete: PTZ Robotic Color Camera *Sony EVI-D70* 7
360 Speed Dome PTZ-W 36X Zoom Netcam (White) 5
- Add: Sony BRC-Z700 HD 3 20 x zoom – Quantity (3)
360 Speed Dome PTZ-W 36X Zoom Netcam (White) - Quantity (8)

Page 28:

- Delete: Consumables 33

Page 28:

After last item in list (Sonic Foundry Mediasite RL Recorder), -- Appendix "A" – System Requirements,

- Add: Please note: This bid requires 10 media site recorders for the 11 meeting rooms; APPS will provide one existing media site recorder for the project.

Page 28:

- Delete: Under Item 4.- bullet point one- "Dell Fx160 or similar

- Add: PC for Lectern Dell OptiPlex 740 slim form factor or equal

Page 29:

- Delete: Under Item 13- bullet point number one- PTZ Robotic Color Camera *Sony EVI-D70*
- Add: - 360 Speed Dome PTZ-W 36X Zoom Netcam (White)

Page 30:

- Delete: Under Item 4.- bullet point one- "Dell Fx160 or similar
- Add: PC for Lectern Dell OptiPlex 740 slim form factor or equal

Page 30:

- Delete: Under Item 12- bullet point number one-360 Speed Dome PTZ-W 36X Zoom Netcam (White)
- Add: - Sony BRC-Z700 HD 3 20 x zoom

Page 31:

- Delete: Under Item 4.- bullet point one- "Dell Fx160 or similar
- Add: PC for Lectern Dell OptiPlex 740 slim form factor or equal

Page 33:

- Delete: Under Item 4.- bullet point one- "Dell Fx160 or similar
- Add: PC for Lectern Dell OptiPlex 740 slim form factor or equal

Page 33:

- Delete: Under Item 12- bullet point number one- Sony EVI-D70
- Add: Sony BRC-Z700 HD 3 20 x zoom

Page 39:

- Delete: PC for Lectern
- Add: PC for Lectern Dell OptiPlex 740 slim form factor or equal

Page 39:

- Delete: PTZ Robotic Color Camera
- Add: Sony BRC-Z700 HD 3 20 x zoom

Low-voltage wiring and cabling: The following FSU Design Guidelines and Specifications shall apply to this ITB:

<http://www.fpc.fsu.edu/guidelines.html>

FSU Clarifications and Responses to Questions Received. Note: I have attempted to highlight FSU responses by using garnet rather than black "ink." However, it is the information itself, not the color of the text, that governs the bid.

1. Rack space for CineMassive –

Clarification: The CineMassive system will not require additional equipment; no allowance for CineMassive equipment needs to be included in the custom lecterns.

2. Lectern questions:

- In the 1st picture (color picture), adjacent to the laptop there is a square drawn into the work surface. Is that a flip-top storage system for a LCD monitor?
 - **YES**
- On page 3, just below the work surface there are 4 rectangles. Are those simply rectangular grommet holes or are there av panels going into those?
 - **The holes are for cover plates that allow for additional connections (i.e., usb, vga, power, etc..) similar to the smart lectern classrooms.**
- I can't tell if the base cabinet is fully enclosed on the presenter's side or if it is open so that they can use it for storage. Would you please verify?
 - **Yes, it is enclosed with doors and is lockable.**
- It appears that there is no keyboard shelf, right?

- Yes the lectern should have a lockable flip down door with pullout shelf. It will be used to house items such as a wireless keyboard, mouse, remotes, extra batteries, etc...).The touch screen was for certain applications not for everyday use. Final details are to be worked out with the shop drawings provided by the successful bidder/ actual vendor.
- Is it safe to assume that where there is wood, will we be staining to match a provided sample by FSU?
- **APPS intention is to match wood staining currently found in the building. APPS will approve the stain options and/or color selections provided by the vendor.**
- Final size of the lecterns relative to the internal doors-
- **Final details are to be worked out with the shop drawings provided by the vendor. Size will be adjusted to accommodate entryways for fully assembled lectern.**

3. The first year warranty requirement and additional service contract are as follows:

Pages 8, 9, and 41: Warranty Statement – “P” - Your initial bid’s turn-key price shall include all costs required to comply with “P, Q, R, and S.”

Pages 9 and 40: Service Contract option / 2nd year. Submit bid price as specified

Additional Questions: Please confirm that the warranty options desired are:

**a. One (1) year, 24hr call response and 48 hr next-business day on-site
No, the time to respond on-site is within 24 hours and the time to fix the issue(s) as required is not to exceed 36 hours.**

**b. Option for 2nd year, 24 hr call response and 48 hr next-business day on-site
No, the time to respond on-site is within 24 hours and the time to fix the issues as required is not to exceed 36 hours.**

c. Option for preventative maintenance during 2nd year only; not in 1st year as well.

If preventive maintenance for any equipment is required for optimal operation of the equipment, but the cost is not covered under manufacturer’s warranty, successful bidder is responsible for providing the

preventive maintenance and for including the cost in her/his initial turn-key bid price.

d. Are response times 24-hr vs. 4-hr on-site next-business day?

The time to respond is on-site is within 24 hours and the time to fix the issues as required is not to exceed 36 hours per #3. However, equipment warranties supersede the 24-hour response requirement. To further clarify, this contract does not void pre-existing equipment warranties that guarantee a four-hour replacement of equipment.

3. LCD clarification – ADD THE FOLLOWING SPECIFICATION

65 inch LCD Display – Minimum Requirements:

Landscape view/orientation

Native Resolution: 1920 x 1080 pixels

Aspect Ratio: 16:9

Contrast Ratio: 2000:1

Brightness: 420 cd/m²

Response Time: 6 ms (Grey to Grey)

Viewing Angle: ±176°, ±176°

HDTV Video Compatibility: 480i, 480p, 720p, 1080i, 1080p

4. Mark general location of speakers in rooms –See attached drawing. The red "x" marks the location of the speakers.

5. Non-equipment costs. Will FSU consider submission of #'s 1-4 in as a single total? #1 & #4 are traditionally not separate from installation work when quoted. **No, please quote as requested.**

6. Computer equivalent clarification. Will FSU accept a PC quote for an OptiPlex GX760, instead of the FX160 or GX740? **Please reference the addendum, as the FX160 is not acceptable. In terms of the listed OptiPlex GX740, we will accept the OptiPlex GX760 or other brand name product as an equivalent, provided the specific unit is a similar size, capability and fits within the lectern. Below are the minimum requirements:**

Dell OptiPlex Ultra Small Form Factor Specifications:

· Core 2 Duo E7400/2.80GHz, 3M 1066FSB

- 4GB,Non-ECC,800MHz DDR2,2X2GB
- 8X DVD+/-RW, Data Only, OptiPlex Ultra Small Form Factor
- Integrated Video, GMA 4500,Dell OptiPlex
- DVI-2-Dual VGA/DVI Video Adapter Cable, Dell OptiPlex Ultra Small Form Factor

7. Low voltage certification. Will it be acceptable to provide a low voltage license certification from our subcontractor to meet the FSU low voltage license certification requirement? **Yes.**

8. Can you provide dates for building access?

At this time we anticipate that the successful bidder will have the following access, after the issuance of a purchase order. This information is provided as a courtesy to bidders and all dates and events shall be considered "on or about" estimates.

In terms of an overall calendar for the project, the major start and end dates are included as well as holidays noted. The weeks are listed as Monday -Friday; although, it may be possible to access the building on the weekends with advance coordination.

- * Week 1- Oct 12-16: Meet with APPS to discuss details of project; Communications with CineMassive; Clarify shop drawings for lectern
- * Week 2- Oct 19-23: By October 19th- lectern shop drawings and color swatches submitted & approved- need a final date to view/approve the first built lectern
- * Week 3- Oct 26-30: Coordination with Gloria and other vendors as keys turned over on 28th; schedule any pulling of cable, installation, etc...with Gloria
- * Week 4- Nov 2-6: Coordination with Gloria and other vendors
- * Week 5- Nov 9-13: Coordination with Gloria and other vendors
- * Week 6- Nov 16-20: Coordination with Gloria and other vendors
- * Week 7: Nov 23-27: Coordination with Gloria and other vendors (Note: thanksgiving included in this week)
- * Week 8: Nov 30-4: Coordination with Gloria and other vendors
- * Week 9: December 7-11: Substantial completion; systems check-out and training with vendor
- * Week 10: December 14-18: Any additional systems training

* Week 11: December 21- 25): Any final updates or training (Note: FSU holidays begin on Friday 25th-Jan.3rd)

9. Other amendments/questions in the bid:

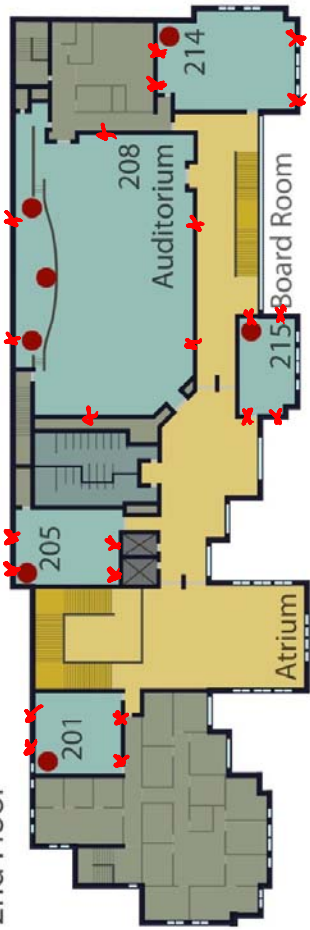
1. Laminate label - pg 15 –

Delete: " All equipment cabinets and racks shall be labeled with an engraved plastic laminate label riveted t the door or permanently affixed to the frame. Cabinet designation shall be as shown on the contract drawings.

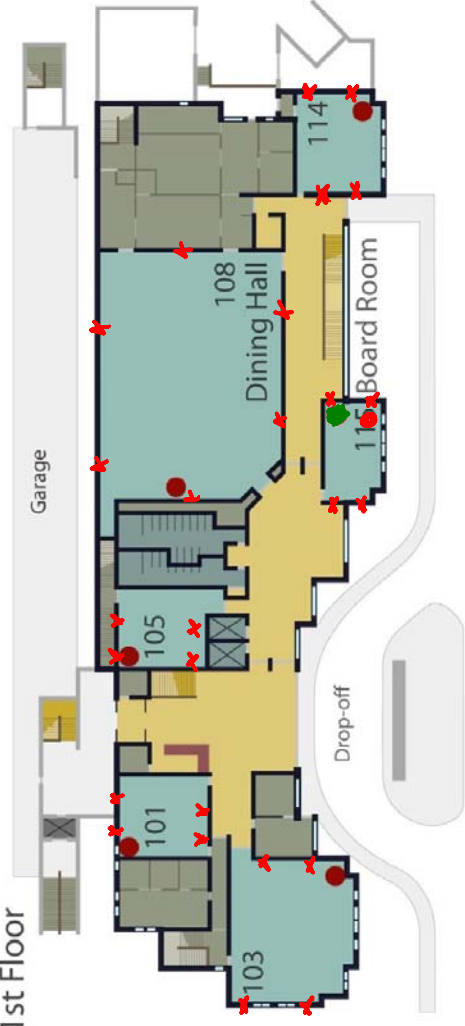
2. p.44 Delete: "1. A statement attesting to the fact that the bidder was represented at the mandatory pre-bid conference and site-visit. Provide the names of individuals who attended the conference on behalf of the bidder." The site visit and pre-bid conference were not mandatory.

● Lectern Placement

2nd Floor



1st Floor



Video-wall	
103	
214	
208/Auditor	
Dining Room	
108/Dining	
Break-out	
101	
105	
114	
115	
201	
205	
215	