COUNTY OF ALAMEDA

Questions & Answers

to

RFP No. 901846

### for

**Conference Rooms A/V Equipment**

**Networking/Bidders Conferences Held on 1/15/2020**

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| **This County of Alameda, General Services Agency (GSA), RFP Questions & Answers (Q&A) has been electronically issued to potential bidders via e-mail. E-mail addresses used are those in the County’s Small Local Emerging Business (SLEB) Vendor Database or from other sources. If you have registered or are certified as a SLEB, please ensure that the complete and accurate e-mail address is noted and kept updated in the SLEB Vendor Database. This RFP Q&A will also be posted on the GSA Contracting Opportunities website located at** [**http://acgov.org/gsa\_app/gsa/purchasing/bid\_content/contractopportunities.jsp**](http://acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp) |

Alameda County is committed to reducing environmental impacts across our entire supply chain.

If printing this document, please print only what you need, print double-sided, and use recycled-content paper.

1. If vendors submit products that are not team certified, how will Alameda County rank that versus vendors who are submitting team certified products?
	1. **The County’s preference is Microsoft Teams Compatible Products.**
2. How will Alameda County rank different vendors who are using team certified products, versus vendors who are not?
	1. **The evaluation will be made based on multiple criteria. Please refer to Section II. I (Evaluation Criteria/Selection Committee) pages 17-18 of the RFP.**
3. Page 6 of the RFP, Section F (SPECIFIC REQUIREMENTS), Item 11 states:
	* 1. *The new AV system shall include the following, but not limited to:*

*Small/Medium/Large (size may vary) conference room(s) that can be standalone rooms or rooms that are configured to be one large room.*

Sub point A is applicable to the rooms that can be combined into one large space, and sub points B, C, and D are applicable to the standalone rooms?

* 1. **Yes. A is the combination of rooms. When it is not combined, it is considered two (2) small conference rooms, to make it one (1) large conference room.**
1. How would the contractor support the design if awarded, would the contractor have to work with Alameda County to find a solution if there is a design or infrastructure issue?
	1. **Alameda County expects the contractor to work with County‘s partners if there is an infrastructure issue.**
2. Is Alameda County looking for the cost to design each space, and not the actual cost to provide and install?
	1. **Alameda County will provide the expected requirements for projects. Alameda County expects in the Statement of Work: a solution for the project, training cost on how to use the recommended products and on-going support.**
3. To clarify, the contractor is to design, provide drawings, purchase products, have it shipped to the building, trim, make sure everything works, train on how to use equipment, and support for three (3) years. Also the County of Alameda has to contact other vendors if work is required behind the walls (Installing, wiring, electrical, etc.). Is this correct?
	1. **Yes.**
4. Will the contractor use existing wiring for all installations, and are there any fiber cables that we need to worry about?
	1. **This will depend on the building and conference room. If additional wiring is required, then they would need to work with the County’s partners to address the requirement.**
5. To clarify the contractor is supposed to use existing wiring, but if there is new wiring required for the new equipment (low voltage, etc.), we are to use the appropriate sub-contractor to pull/install the appropriate wiring?
	1. **Yes. If a design requires additional or new wiring, contractor will notify the County and the County will bring in the appropriate contractor.**
6. Are there any union requirements?
	1. **No.**
7. Page 7 of the RFP Section F (Specific Requirements), Item 11.a.(4)(a)b, states:

(4) The touch panel(s) must allow for control of one room to be independent of the others as well as the ability to control all the rooms together.

* + 1. Complete controls must also be accessible via IP for remote access/support if needed.
		2. Ability to recognize room configuration and control presentation screens accordingly.

Under the requirements, it spells out a control system as a requirement, is that net new or do you have current code that you want us to use or modify, or should it be considered starting fresh? Does Alameda County own Microsoft teams or Skype code?

* 1. **Alameda County owns the Question code already if a contractor wants to consider using that code, anything else will need to be included into the proposal.**
1. Is Crestron available for all types of conference rooms?
	1. **Yes.**
2. Is Crestron required or can a contractor use other room controls?
	1. **No, a contractor can recommend a different room control. However, Alameda County already own the rights to Crestron.**
3. Is it required for a contractor to be a SLEB member?
	1. **No. If the prime bidder is not a SLEB, it is a requirement of the RFP that they have to sub-contract with a SLEB. Please refer to Section P.3 , page 25 of the RFP. For SLEB Subcontracting Questions: Please contact the General Services Agency-Office of Acquisition Policy - Ratha Chuon,** **ratha.chuon@acgov.org****, (510) 208-9617.**
4. What are the hours for contractors to do the labor?
	1. **Normal business hours M-F 8 a.m. to 5 p.m. If the contractor needs to work after hours or weekends, ITD will work with contractors to set up the hours.**
5. What is the requested length of the warranty on the initial contract?
	1. **Three years.**
6. Should the contractor spell out all levels of support including cost and what is provided at each tier?
	1. **Yes, please spell out all cost and what is covered at each tier.**
7. Will the county purchase the Microsoft Teams licenses if needed?
	1. **Yes.**
8. Does County have a specific computer platform for Microsoft teams application?
	1. **The County is a Microsoft Windows shop.**
9. Can the contractor choose the end user Microsoft Windows device?
	1. **It will be case by case. The contractor will provide the device specifications and it will depend on the department if they want to procure the device.**
10. Can the county provide the scope or scale of conference rooms for this RFP?
	1. **There is no fixed schedule or number of rooms. It will depend on the internal need from the departments.**
11. How many buildings and conference rooms does Alameda County have?
	1. **Every department has conference rooms on their buildings, and the County do not have the exact count at this time.**
12. Will there be floor plans provided for the conference rooms requested, either blue prints, PDFs, or CAD drawings?
	1. **This will depend on the room and what is available. The contractor is also welcome to visit the site or request for pictures of the specific room.**
13. The bidder is bidding on the design based on the RFP. Once the contract is awarded, will the contractor submit proposals for projects that will come along, and per project, each proposal will have its own elements based on the designs the bidder submits?

So it’s ok that it deviates once that the contractor submits proposals that are different based on environment, infrastructure, etc…?

**A23) Yes. Each request will be a document sent to the contractor and in return the County expects a statement of work. The sample project is an example of what you can expect from the County, and in return we expect the contractor to provide the solutions, the timeline implemented, the projected cost for the solution.**

1. Can the bidder use experience with a private sector as a reference?
	1. **Yes.**
2. As a new SLEB vendor, does the bidder have to subcontract to with another SLEB vendor since the requirement is to have 5 years’ experience as a SLEB? Can some references be from the subcontractor since there needs to be 5 years of experience?
	1. **If a bidder is a SLEB, it is not required to subcontract with another SLEB. The 5-year requirement is for experience for the project and specifications of the RFP. The references can be prior to when the bidder became a SLEB. References are only required from the prime bidder. Additional references with the subcontractor is acceptable.**
3. Page 7 of the Bid Packet states:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Description | Unit | Unit Measure | Price | Extension |
| 1 | Large Conference Room (36’ by 19’ or larger with occupancy of 20 or more | 1 | lot | $ | $ |
| 2 | Medium Conference Room (15’ x 14’ or larger with occupancy of 6 or more) | 1 | lot | $ | $ |
| 3 | Small Conference Room (11’ x 9’ or larger with occupancy of 2 or more) | 1 | lot | $ | $ |

There are large, medium, and small conference rooms. It is also mentioned that the large room can be divisible into smaller rooms/sections, so how does the County want the bidders to bid on those three line items rooms?

**A26) Please use the Exhibit B Bid Form/Budget Details in submitting your cost. Please see Addendum #1 for additional information.**

1. Does Alameda County need to work on any auditoriums and would the contractor be assisting in the design?
	1. **There is no current need for work on auditoriums, but if there is a need the contractor will help with the design.**
2. It is required to provide drawings of a completed system. Should the drawings be line drawings and schematics, or should it also include infrastructure drafts?
	1. **Yes. The bidder should submit complete drawings including infrastructures.**
3. Do you anticipate extending the bid due date?
	1. **Not at this time.**
4. 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?
	1. **None. RFP requirements including Exhibit B are already stated in the bid documents.**
5. Was this bid posted to the nationwide free bid notification website at [www.mygovwatch.com](http://www.mygovwatch.com)?
	1. **No.**
6. Other than your own website, where was this bid posted?
	1. **The RFP was also advertised in the Inter-City Express and the Daily Review. An email was also sent to the Chambers of Commerce group.**
7. The Scope seeks companies that will provide “continuous support.” Please define this term. No consultancy can provide literally continuous support affordably.
	1. **It means that the County expect the bidders to provide remote and/or onsite support as needed when issues arise for the duration of the contract.**
8. Can a strictly consulting company place a bid? Ex. Does not modify or enhance, but to provide design and design modifications only?
	1. **Yes, as long as they meet the requirements of the RFP which is for design, implementation and support audio-video solutions. Installation is not included.**
9. How many cameras are required to this RFP?
	1. **This will depend on the conference room. Some may require none and some may require multiple.**
10. What is the value of this project?
	1. **Depending on County needs, the value can fluctuate and is not available at this time.**
11. Page 7 SECTION F. SPECIFIC REQUIREMENTS Item 5(a), states:

*HDMI, LAN, USB-3, and power ports built into podium/table/wall and within short proximity of main “host/presenter” location.*

*(a) If cables are used to connect to a device such as a laptop, ie: HDMI or network cables, they must be either retractable or have a dedicated cable management location when not in use for a clean appearance.*

Do these “cut outs” already exist in the OFE conference tables, or OFE Podiums? If no, will Alameda County be Responsible for “cutting/drilling” in the OFE Conference Tables or OFE Podiums for this hardware connectivity?

* 1. **This will depend on the conference room, but most furniture should already have this. If not, contractor can work with the County partners as necessary.**
1. Page 8 SECTION F. SPECIFIC REQUIREMENTS Item 11(a)b, states:
2. *Digital Signage for Room Reservation*

*(a) Room availability indicators based on exterior area setup. (Cubical walls blocking line of sight of screens)*

*(b) Ability to book a conference room via walkup or Microsoft Exchange.*

What Digital Signage Platform is Alameda County currently using? If a platform is not deployed, what is the County’s strategy to deploy prior to the installation date? Will a PoE Network jack/port exist at each “Schedule Panel” location prior to the installation date?

* 1. **The bidder can suggest a solution for digital signage. If network jack is required, the bidder must work the County’s partners to add the necessary network jack/port.**
1. Will Alameda County provide all conference room furniture, including Podium(s)?
	1. **All necessary furniture will be provided by the County.**
2. Will Alameda County place any additional weighting to bid submitters who hold Microsoft Teams Certifications and have Microsoft Teams Practices?
	1. **The County’s preference is Microsoft Teams Compatible Products and will be weighted according to the criteria evaluation in the RFP.**