



citycounty insurance services  
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## Request for Proposals (RFP) Addendum

### CIS Collaboration Center Project Audio Visual Hardware & Installation

RFP Schedule	
Issuance of RFP:	August 20, 2024
Submission of Questions about the RFP:	August 27, 2024, 5:00 p.m. (PT)
Proposal Due:	September 3, 2024, 5:00 p.m. (PT)

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## ADDENDUM

### A. BACKGROUND

On August 20, 2024, CIS issued a Request for Proposals (RFP) to solicit offers from qualified firms for selection and retention of an AV contractor to complete the programming, installation, and testing of audio-visual equipment in CIS' new Collaboration Center, currently under construction.

CIS is issuing this Addendum to the RFP to respond to written questions we received from potential proposers. The Addendum modifies the original RFP document only to the extent indicated. All other areas of the original RFP remain in effect and can only be modified in writing by CIS. This Addendum is made an integral part of the original RFP. It is the responsibility of all proposers to conform to this Addendum. Proposers who have already submitted proposals may either: 1. Submit an addendum to their proposal; or 2. withdraw the original proposal and submit a new one. Any addendum or revised proposal must be submitted no later than the **Proposal Due Date of 5:00 p.m. (PT) on September 3, 2024.**

### B. RESPONSES TO QUESTIONS

#### Conference room 136

- May the camera and sound bar be integrated into a single wall mounted unit?
  - Sound Bar w/camera will require 110VAC

Yes. The camera and sound bar may be integrated into a single wall mounted unit. Client would like to see options.

- There is no mention of USB connections which is required for laptop to see camera in BYOM – is this required? Wall plates or point to point? Is a transition box required at the table?

Yes, a transition box would be needed at the table for presenters to be able to share their screen with others in the room or remote. Client would like to see options as well.

#### High Tech Collaboration Room 138

- May the camera and sound bar be integrated into a single wall mounted unit?
  - Sound Bar w/camera will require 110VAC

Yes. The camera and sound bar may be integrated into a single wall mounted unit. Client would like to see options.

- There is no mention of USB connections which is required for laptop to see camera in BYOM – is this required? Wall plates or point to point? Is a transition box required at the table?

Yes, a transition box would be needed at the table for presenters to be able to share their screen with others in the room or remote. Client would like to see options as well.

### **Conference room 134 & 111**

- May the camera and sound bar be integrated into a single wall mounted unit?
  - Sound Bar w/camera will require 110VAC

Yes. The camera and sound bar may be integrated into a single wall mounted unit. Client would like to see options.

- There is no mention of USB connections which is required for laptop to see camera in BYOM – is this required? Wall plates or point to point? Is a transition box required at the table?

Yes, a transition box would be needed at the table for presenters to be able to share their screen with others in the room or remote. Client would like to see options as well.

- What is the use case for the microphone – permanent installed, wireless, handheld, lapel?

For hybrid and virtual meetings. Clients would like to see an option of wireless, omnidirectional table microphones, and ceiling mounted.

### **Office Huddle Room 110**

- May the camera and sound bar be integrated into a single wall mounted unit?
  - Sound Bar w/camera will require 110VAC

Yes. The camera and sound bar may be integrated into a single wall mounted unit. Client would like to see options.

- There is no mention of USB connections which is required for laptop to see camera in BYOM – is this required? Wall plates or point to point? Is a transition box required at the table?

Yes, a transition box would be needed at the table for presenters to be able to share their screen with others in the room or remote. Client would like to see options as well.

### **Member Training Room 101**

- Room appears to be divisible space, does each space need to function independently?

Yes, each space needs to function independently and well as one collaborated space.

- Does each space require full VTC functionality when separated?

Yes

- When separated how many cameras for each space and what is their focal point?

1 camera per space. Speaker/ Presenter would be focal point. If there was a second camera it would be to capture the audience. Primary goal would be one for speaker, an audience camera would be a bonus not a requirement.

- When the two are combined what is the intent for VTC use (if any)?

VTC will be used for live stream webinars.

- How many cameras and what is their focal point?  
1 camera, focal point will be speaker/ presenter. If there was a second camera it would be to capture the audience. Primary goal would be one for speaker, an audience camera would be a bonus not a requirement.
  - Do cameras need to be automated to follow a wondering presenter?  
Yes
  - Is room automation required for VTC use and or presentation?  
VTC use
  - How many sources are required for these spaces?  
A source on each wall that could be toggled to the partition screen or all screens.  
With a divisible space, when both sides are open, will need to have the capability to present to both screens simultaneously.
  - Are all screens to display the same content simultaneously?  
We would like this capability, along with separating displays.
  - Are these rooms also BYOM or dedicated MTR PC's?  
Client prefers BYOM, but a dedicated PC could be considered. Should have both capabilities.
  - Are wall inputs required?  
Contractor is doing rough in
  - What is the use case for the microphone – permanently installed, wireless, handheld, lapel?  
Wireless, handheld, or lapel are all optimal options
  - Any other integrations required in these spaces - HVAC, Lighting, Occupancy sensor?  
No other integrations required
- 1.) Point of Clarification: Owner is furnishing the displays, mounting brackets, projectors, and screens. Will contractor need to supply microphones, soundbars, and cameras? Yes, the contractor will need to supply microphones, soundbars, cameras, and any other necessary equipment.
  - 2.) Can we get the specs on materials provided in order to ensure contractor provided materials integrate properly with owner provided materials? Specs will be provided upon awarding the contract.
  - 3.) The labels in the drawings sound and mics vs sound bar and mics. Example: Room 111 says sound and mics, vs room 138 says sound bar. Is there a reason for the difference in description? I.e. sound bar vs. ceiling mounted speakers.  
Smaller rooms with stationary table could have soundbar with some stationary mics on the table. Larger rooms may have ceiling mounted mics, that would be muted separately from a wireless mic. Client would like to see options and will discuss more upon awarding the contract.

- 4.) Preference for number of ceiling mounted speakers to be provided in rooms?

The training room would be the only room needing ceiling mounted speakers. Enough for the sound to be clearly heard from each partition. The speaker control would need to be split or combined like the mic and display.

- 5.) RFP states several spaces are to have a "camera, soundbar with HDMI to table". Are you looking for an all-in-one video conferencing bar (such as Logitech Rally) or separate components?

Client would like to see these options as well as separately.

- 6.) Is there to be an AV control panel in each space or only the Member Training 101 that references an "AV Controller"?

Control panel should only be in Member Training room. Conference and huddle rooms should be user-friendly.

- 7.) Does this client require specific UC platform such as Zoom Rooms, Teams Rooms, Google Meets or will these all function as BYOD systems with clients bringing in their own laptops?

The Member Training room will need to be BYOD to accommodate multiple options. Client would like to see the conference, collab, and huddle rooms setup as Teams Rooms to make it quick and easy any staff member to host a hybrid meeting.

- 8.) Conference Rooms 124, 111, and 101 require "sound and microphones". Is the request for ceiling speakers and ceiling microphones? Wireless microphones? Please clarify scope what is being requested. Wireless microphones

- 9.) Member Training 101 References an 85" display as well as projector and drop down screen. Please clarify: is this to be a new projector and projector screen in addition to new display? Are these to be matrixed video sources or duplicates of each other only?

The projector and projector screen will be separate from the 2 85" displays. The Member training room can be split into 2 sections. They should be separated but also be able to have duplicated information.

- 10.) Are there particular equipment brands to be used (i.e. Extron, Crestron, QSC, Biamp, Shure, Sony, Panasonic, etc.)? No particular brands.

- 11.) Will the Member Training 101 room also require a camera (or multiple cameras) for video conferencing? Yes, the camera will need to follow the presenter/speaker.

- 12.) Will the AV systems be placed on a client network or able to remain isolated/standalone AV networks?

AV can be on an isolated network, unless it requires user machines to connect to that network.

- 13.) General Notes indicates display screens should have "both power and data. Outlets behind screens should be recessed". As a low-voltage AV contractor, we don't normally work with the power/electrical. Will the power and client network data be provided by others or will the AV

contract need to sub-contract an electrician as well? **Power and Data will be roughed in by general contractor.**

14.) Please clarify/expand on scope of requested "Voting/Request to Speak System" under Section 2.0 SCOPE OF WORK.

**In the training room we need the AV controls to mute all mics and by partition. In the other rooms using the software, Teams to mute and unmute should be fine.**

15.) Is Oregon COBID certification a consideration in the winning bid? **No**

16.) Is there an expected budget for this project? **Yes**

17.) Is there any client-provided equipment that should be considered? **Will update when awarded**

18.) Is there a floor plan, RCP, and elevation drawing available for the space? **Yes, see appendix A**

19.) What is the estimated project time frame? **12 months**

20.) Are there existing AV systems or AV infrastructure that should be considered in this proposal?  
**No, this is new construction.**