



Henderson County Finance

113 N. Main St

Hendersonville, North Carolina 28792

Memorandum To: Pre-Bid Meeting Attendees

From: Doug Guffey
Purchasing Agent

Subject: Addendum 1: Request for Proposals for a Turnkey Audio-Visual Systems for Multiple County Locations

Date: March 25, 2022

This addendum forms a part of and modifies the bidding requirements, contract forms, contract conditions, and/or the specifications for the Request for Proposals: Turnkey Audio-Visual Systems for Multiple County Locations. Acknowledge receipt of the Addendum by signature and date below. The signed addendum shall be submitted as a part of your proposal. Failure to do so may subject the Bidder to **disqualification**.

I. Historic Courthouse

- A. Individual displays on the dais must be touch screen and connected to a computer. The County will provide the computers
- B. The Community Room shall have the ability to hold and stream meetings independent from the Commissioners meeting room.
- C. Two cameras will be needed in the Community Room.
- D. The Finance Director/Budget Manager, Assistant County Manager, Clerk to the Board, and the Public Information Officer shall be able to control the meetings/presentations in the commissioners meeting room.
- E. The Assistant County Manager shall have the ability to authorize presentations from her station before presentations from other board members or staff present in meetings.
- F. Ability for PIO to post process/edit videos for online video archive.

II. King Street

- A. Three people will need the ability to control the meetings/presentations via touchscreen devices.

III. All Sites

- A. Shall be ADA compliant and include assisted hearing devices.

VI. Timeline of Implementation

- A. Proposals should include a proposed timeline for implementation with a best effort to meet the deadlines outlined in the Request for Proposals.

Signature: _____

Date: _____