

**CONSULTANT SERVICES FOR OKI BOARD ROOM
AUDIO/VISUAL SYSTEM UPGRADE
REQUEST FOR QUALIFICATIONS**

QUESTIONS

Release Date: 4/22/19

Question Submitted: 5/1/19 10:59 a.m.

Regarding the RFQ above, is OKI seeking the services of a design consultant with the intent to competitively bid work out to AV contractors? Or, is OKI seeking an AV contractor to perform the work itself in which case an RFQ seems to be a strange way of procuring this type of work?

The title of the RFQ and statements like the following found in Section IV 4.0 and 4.3 seem to be in conflict: OKI is seeking a qualified candidate to 1) assist in making recommendations for improvements in equipment and enhancements and 2) installation and maintenance of all recommended equipment. Contractor will also need to be available for hardware troubleshooting and non-routine maintenance on an as needed basis.

OKI is seeking the services of an AV Consultant/Contractor to update the AV system in our boardroom which will include designing the system, procuring and installing equipment and providing ongoing maintenance and troubleshooting. An RFQ is being utilized for this project because we are seeking expertise and services in addition to equipment.

Question Submitted: 5/8/19 2:15 p.m.

Since this project involves an existing space with existing gear, can we arrange a time to see the room in person?

In order to provide consistent information to all interested parties, we have attached pictures of our current system and table layout on our website.

Question Submitted: 5/9/19 1:53 p.m.

I got a notification from our bid service that you have an RFP out for Consulting Services for the Board Room Audio/Video system. (We) are a full service audio/video system provider, we offer design, sales, installation, and maintenances services. Is this RFP for a company the provides strictly design services and they would help you develop the plans and specification for the project or is this a design build project were the consultant would develop the design and then provided a quote for the work?

Our advertisement is a Request for Qualifications. OKI is seeking the services of an AV Consultant/Contractor to update the AV system in our boardroom which will include designing the system, procuring and installing equipment and providing ongoing maintenance and troubleshooting.

Question Submitted: **5/10/19** **2:41 p.m.**

30% of the consideration for contract selection is based on the familiarity of the existing system. No pre bid meeting or site visit is an option to get familiar with the system or the space so only the incumbent has this knowledge. Is this by design or do you feel that the description is sufficient enough of a description. The physical attributes of the space should be taken into consideration for the most accurate and inexpensive installation costs.

There is no existing contract for this service. OKI is seeking a qualified candidate to 1) assist in making recommendations for improvements in equipment and enhancements and 2) installation and maintenance of all recommended equipment. The current system is controlled by a Crestron CP2E unit, which was installed in 2004. Much of the equipment has started to deteriorate. The Crestron system and components have malfunctioned. However, some of the components such as amplifiers, microphones, speakers and cables could still be viable. OKI staff are seeking a full review and assessment of the existing boardroom audio/video system and a plan for bringing the system up to current working standards. OKI staff have identified necessary improvements to the system, but are also seeking recommendations for additional upgrades.

Question Submitted: **5/13/19** **10:34 a.m.**

1. Will architectural drawings be made available?

This information is not necessary for the selection of a qualified candidate to assist in making recommendations for improvements in equipment and enhancements.

2. What is the expected spend/budget for this project?

Cost proposals must not be part of the submittal. Submittals containing any costs, cost proposals or any other cost related figures will be rejected.

3. Who is OKI's current Audiovisual Integrator/Supplier?

There is no existing contract for this service.

4. Section 1.12.3 "References/Relevant Work" states the following:

"This document, Attachment #1 in Section IV of this RFQ, shall include a list and description of recent relevant work performed by the Proposer and its team members. As a condition of SOQ responsiveness, this document must be full completed and submitted with the SOQ."

Q: Are proposers permitted to include a more detailed description of the recent relevant work?"

Attachment #1 is a condition of SOQ responsiveness. Proposers are permitted to include a more detailed description of recent relevant work with the completed Attachment #1. Detailed descriptions should not exceed a 1 page summary.

5. Are proposers allowed to include additional documents beyond those required for the SOQ to provide more information about the company and services offered?

Yes, as long as the page count for the Approach to Project and Management of Subconsultants (1.12.2) section does not exceed 10 pages.

6. Section 2.9 “Authority to do Business” states the following:

“The consultant will provide OKI with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the consultant is authorized to do business in the States of Ohio and Kentucky if requested.”

Q: Are proposers expected to include the corporate resolution and letter from an attorney with the SOQ response?

No.

7. Section 4.3 “Deliverables” states the following:

“Contractors will also need to be available for hardware troubleshooting and non-routine maintenance on an as needed basis.”

Q: Our company provides Managed Services in addition to AV installation and integration. Where should we include this information in the SOQ?

1.12.2 Approach to Project and Management of Subconsultants: This document should describe how the Proposer would approach and manage the specific tasks described in the Project Scope and Timeline found in Section IV of this RFQ. The document shall include a narrative description of how the Proposer would conduct the project and generally manage its subcontractors and task orders for various projects assigned by OKI. There is no prescribed format for this document. The format of the document shall be at the discretion of Proposer. This document should not exceed 10 pages.