

RFP Questions and Clarifications Memorandum

To: Vendors Responding to RFP Number 3869 for the University of Southern Mississippi (USM)

From: Craig P. Orgeron, Ph.D. *cmo*

Date: April 29, 2016

Subject: Responses to Questions Submitted and Clarifications to Specifications

Contact Name: Paula Conn

Contact Phone Number: 601-432-8046

Contact E-mail Address: Paula.Conn@its.ms.gov

RFP Number 3869 is hereby amended as follows:

1. Title page, INVITATION is modified as follows:

INVITATION: Sealed proposals, subject to the attached conditions, will be received at this office until ~~May 10 24~~, 2016 @ 3:00 p.m. local time for the acquisition of the products/services described below for University of Southern Mississippi, Project Number 38585.

2. Title page, third box is modified as follows:

**PROPOSAL, SUBMITTED IN RESPONSE TO
RFP NO. 3869
DUE ~~May 10-24~~, 2016 @ 3:00 p.m.,
ATTENTION: Paula Conn**

3. Section VII Technical Specifications, Item 4 Project Schedule is amended as follows:

Task	Date
Deadline for Questions Answered and Posted to ITS Web Site	04/29/16
Open Proposals	05/10 24/16
Evaluation of Proposals	05/11—25/16 5/25—6/3/16
Contract Negotiation	05/26—06/15/16 6/6—24/16

Implementation	06/16—09/10/16 —06/27—10/01/16
Project Go-Live Deadline	10/10/16 —11/01/16

4. ATTACHMENTS is modified as follows:

ATTACHMENTS

RFP 3869 includes two attachments that must be downloaded from the website, <http://www.its.ms.gov/procurement/pages/3869.aspx>

- ~~1. RFP 3869 Attachment A Equipment and Cost Summary.xlsx~~
2. RFP 3869 Attachment B AV Systems Diagrams.pdf

RFP 3869 Attachments A and B are being replaced in their entirety.

ATTACHMENTS

RFP 3869 includes two attachments that must be downloaded from the website, <http://www.its.ms.gov/procurement/pages/3869.aspx>

1. RFP 3869 Attachment A-Revised Equipment and Cost Summary.xlsx
2. RFP 3869 Attachment B-Revised AV Systems Diagrams.pdf

Vendor must include in their proposal a response to each amended requirement as listed above. Vendor must respond using the same terminology as provided in the original requirements.

The following questions were submitted to ITS and are being presented as they were submitted, except to remove any reference to a specific vendor. This information should assist you in formulating your response.

Question 1: What is the time line for the project installation to start and be completed for use by the owner?

Response: The Procurement Project Schedule found in item 4 of Section VII, Technical Specifications states our intended timeline for implementation of this project. Note above (modification 3) that these dates have been revised. Further in item 3, General Overview and Background, of that same section, we have acknowledged that there is a construction project involved. Should these dates change during the evaluation of responses, all responding Vendors will be notified. Should the schedule change after the award, the awarded Vendor will be notified of any changes.

Question 2: Has the electrical contractor installed the AV Systems power, panels, breakers, etc.?

Response: Yes, this work has been completed by the electrical contractor.

Question 3: Are the conduit, raceways and cable trays for the AV systems complete?

Response: Yes, conduit, raceways, and cable trays are complete.

Question 4: Is this job eligible for prevailing wages? And if so where can we find the rates.

Response: There are two references to 'prevailing wage' within Mississippi state statute, neither of which are applicable to this procurement.

Question 5: Will all questions and answers be distributed between all contractors bidding on this project?

Response: Item 7, Web Amendments in Section VI, RFP Questionnaire states that is it the Vendor's responsibility to monitor the web site for amendments to the RFP, including the response to Vendor Questions. That link, also stated in the RFP, is http://www.its.ms.gov/Procurement/Pages/RFPS_Awaiting.aspx.

As a courtesy to the Vendors who attended the Mandatory Vendor Conference, it is our intention to forward a copy of the response to the questions to all Vendors who attended the Mandatory Vendor Conference on April 12. We are not required to do so.

Question 6: We were told during the pre-bid that no sales tax was to be included. What about the MPC tax?

Response: The MPC (Material Purchase Certificate) and its application are found in Mississippi state statutes 27-65-3(m) and 27-65-21. Our suggestion is that you have your attorney review these code sections and if questions remain, that you contact the Mississippi Department of Revenue. However, no state agency or entity is to pay the tax.

Question 7: Want to clarify the requirement to have a COR or Contractor's License number on bid. Please clarify.

Response: A Mississippi Contractors license will not be required. Where cabling is incidental to the technology project, the Certificate of Responsibility is not required. We do require this certificate for any outside cable plant construction, where such construction is primary and not incidental to the technology procurement.

Question 8: Is there to be any Owner Controlled Insurance Program "OCIP" participation for this project?

Response: No, there will not be any Owner Controlled Insurance Program.

Question 9: Who is to provide the covers for the AV back boxes already installed? If it is the AV contractor what are the colors to be?

Response: The awarded Vendor is to provide covers for back boxes. Color is to be selected by USM and the Architect from proposed manufacturer's full line of colors.

Question 10: In the pre-bid meeting there was mention of attaching equipment cut sheets to the bid/RFP but in Section 11, Page 54, Subsection 11.3.1 says to provide cut sheets only for substitutions. Which is correct?

Response: The intent in a technology procurement for cut sheets is for items where we have not named the manufacturer but given a technical description of the product we desire. The cut sheets allow us to review and determine if the product meets our requirements. Vendors may provide cut sheets for all products proposed but must provide them for the items where we did not name a manufacturer. The cut sheets must substantiate that the proposed equipment, especially in the case of "or equivalent", meets the technical specifications in the RFP. The cut sheets must be included as part of the response and tabbed for easy location. As stated during the mandatory vendor conference, the evaluation team will not search for required material nor will we go to website to find cut sheets.

Question 11: Is the AV contractor to provide the video projection screen fabric for the GC installed back boxes?

Response: Yes, the AV contractor is to furnish and install full projection screens in the existing ceiling recessed trim boxes. Projection screen assemblies include rough-in enclosures provided and installed by the General Contractor. Power, raceway and control connections related to these enclosures are also part of the General Contractor's scope of work and are provided.

The projection screen inserts, which include, but are not limited to, motor assemblies, spindle, screen material, electronics and supporting accessories are part of RFP No. 3869. The AV contractor shall provide all required materials and complete the screen assemblies as shown on the drawings.

The AV contractor shall reference Draper Quote #507286 for procurement of the required assemblies. Provide and install all/any additional materials, accessories, hardware, terminations, cabling, etc. required to complete the assemblies and meet the requirements of the RFP.

RFP responses are due May 10 24, 2016, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Paula Conn at 601-432-8046 or via email at Paula.Conn@its.ms.gov.

cc: ITS Project File Number 38585