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TULSA COUNTY

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PURCHASING  
DEPARTMENT

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MEMO

DATE: April 24, 2019

FROM: Matney M. Ellis  
Purchasing Director



TO: Board of County Commissioners

SUBJECT: Addendum 1 – Video Visitation Services for the David L. Moss Criminal Justice Center

On April 22, 2019, the Notice of Request for Proposals (RFP) was mailed for Video Visitation Services for the David L. Moss Criminal Justice Center. This RFP is set to open on the 28<sup>th</sup> day of May, with sealed proposals to be received by the County Clerk's Office until May 24<sup>th</sup>, 2019 at 4:00pm CST.

This addendum serves to provide answers to vendor-submitted questions and is respectfully submitted for your approval.

MME / mlb

ORIGINAL: Michael Willis, County Clerk, for the April 29, 2019 agenda.



# Solicitation Addendum

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Solicitation Name: **Video Visitation Services for the David L. Moss Criminal Justice Center**

Addendum Number: **1**

Date of Addendum Issuance: **April 29, 2019**

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This document shall serve as official notice that an addendum has been issued for the solicitation identified above. Suppliers submitting bids shall acknowledge receipt of this addendum prior to the bid response due date and time specified in the solicitation notice. Addendum acknowledgement may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement must contain the solicitation name and response due date and time on the front of the envelope (as shown in the Tulsa County Purchasing – General Terms & Conditions, Section B.3.2.). Failure to acknowledge this solicitation addendum may be grounds for rejection.

**Note:** In the event the supplier has already submitted a bid response to Tulsa County for the above referenced solicitation and cannot deliver this acknowledgement via mail or in person before the deadline, this acknowledgement may be submitted separately via email to the Tulsa County Purchasing Director ([Matney.Ellis@tulsacounty.org](mailto:Matney.Ellis@tulsacounty.org)). Email must be received prior to the bid response due date and time specified in the solicitation notice.

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## DESCRIPTION OF ADDENDUM:

A. This is to incorporate the following:

### Solicitation Condition and Specification Clarifications:

The specifications listed in Section 4.2 of the Request for Proposals are not requirements of the vendor's proposed solution but are highly desired features of video visitation services and system. Proposals on items of like quality will be considered if the proposal if noted and fully descriptive brochures enclosed.

### Responses to Vendor-submitted Questions:

1. *Can companies from Outside USA can apply for this? (like from India or Canada)*

**Response: Yes.**

2. *Do we need to come over there for meetings?*

**Response: Interested vendors must be present at the Mandatory Pre-proposal Conference and Site Tour which will be held on Monday, May 6, 2019 at 2:00pm CST at the David L. Moss Criminal Justice Center. Vendors not represented at this mandatory meeting will be ineligible for this solicitation. In addition, on-site visits required for installation and on-going maintenance will be expected.**

3. *Can we perform the tasks (related to RFP) outside USA? (like from India or Canada)*

**Response: Services may be performed outside the US, however on-site visits required for installation and on-going maintenance will be expected.**

4. *Can we submit the proposals via email?*

**Response: No, proposals cannot be submitted via email. As stated in the RFP, sealed proposals must be submitted to the Tulsa County Clerk's Office located at 500 South Denver Avenue, Room 117, Tulsa, Oklahoma 74103.**

B. All other terms and conditions remain unchanged.

(End of Addendum)

**ACKNOWLEDGED BY:**

\_\_\_\_\_  
Supplier Company Name (PRINT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative Name (PRINT)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Representative Signature