



ADVERTISEMENT for CONTRACTUAL SERVICE

RFP – PUBLIC MEETING VIDEO RECORDING SERVICES - 090424

**ADDENDUM No. 3**

**OWNER’S BID PROPOSAL FORM**

OWNER: City of Clarkston  
1055 Rowland Street  
Clarkston, GA 30021

PROJECT: Public Meeting Video Recording Services

DATE: August 13, 2024

BID #090424 is hereby revised as instructed throughout attached ADDENDUM No. 3.

This Addendum forms a part of the contract documents and modifies the original bid documents. The following items shall take precedence over the originally published bid documents for the above-named project and shall become a part of the contract documents.

Addendum No. 2 did not publish correction to display the answers to questions Q5-10. Also, there is a correction to the question Q7 response

No	Question/Answer	Question Date
Q5	<p><b>Question: Questions for RFP Public Meeting Video Recording and Related Services 09042</b> (by <i>KDonya Smith</i>)</p> <p>Will the panel/council members require monitors, projectors, or screens to view online participants? 2. Will the panel/council members require monitors, projectors, or screens for in-room attendees to see online participants? 3. It was noted that additional events are anticipated beyond the two monthly meetings, can you give an anticipated amount? 4. Can you please confirm the internet speeds that will be provided for the monthly meetings? 5. Should we submit an estimate for the entire year, on a per-month basis, or per event day basis? 6. What is the anticipated average number of participants expected to join the stream? 7. Will our company be responsible for posting content to your social media platforms, or will we provide edited content for someone within your organization to handle that?</p>	08/12/2024

	<p><b>Private Answer:</b> (by <i>Willis Moody</i>)</p> <p>1. A: No 2. A: No 3. A: The City will request a separate quote for services for up to five (5) events outside of the two monthly meetings. 4. A: The City will use AT&amp;T Fiber at the location. 5. A: Submit for entire year of service. 6. A: 0-10 7. A: Edited formats are returned the Communication Manager for uploading.</p>	
Q6	<p><b>Question: Site Visit Time</b> (by <i>Steve Darrell</i>)</p> <p>Can we arrange a site visit this week? I am available either August 13, 14, 15 between 10am and 4pm. I am flexible on the dates and times that fit your schedule.</p> <p><b>Private Answer:</b> (by <i>Willis Moody</i>)</p> <p>Unfortunately, with construction taking place at the new location we cannot complete a site visit.</p>	08/12/2024
Q7	<p><b>Question: Room Design</b> (by <i>Darsak Patel</i>)</p> <p>Is there a control room allocated for this?</p> <p><b>Private Answer:</b> (by <i>Willis Moody</i>)</p> <p>No, the contractor will be inside the room.</p> <p><b>Corrected response: There will be a room allocated for this.</b></p>	08/12/2024
Q8	<p><b>Question: Budget ceiling</b> (by <i>Darsak Patel</i>)</p> <p>is there a budget ceiling for this RFP?</p> <p><b>Private Answer:</b> (by <i>Willis Moody</i>)</p> <p>Yes, however; the City will not provide this information.</p>	08/12/2024
Q9	<p><b>Question: System Resolution</b> (by <i>Darsak Patel</i>)</p> <p>Would you like this system to be 4K Ready?</p> <p><b>Private Answer:</b> (by <i>Willis Moody</i>)</p> <p>Not at this time.</p>	08/12/2024
Q10	<p><b>Question: crewing info</b> (by <i>Darsak Patel</i>)</p> <p>will the city need a tech/operator during each meeting or will they be running this system?</p> <p><b>Private Answer:</b> (by <i>Willis Moody</i>)</p> <p>City request tech/operator at each meeting to operate your equipment.</p>	08/13/2024