



**RFB-20-19
ADDENDUM 1
VIRTUAL AV MEETING ROOMS x3**

DATE: September 22, 2020
FROM: Jennifer Nellis, Purchasing Agent
BID DUE DATE: Tuesday, October 13, 2020 BY TIME 1:00 P.M. OUR CLOCK

The following information is being provided to all prospective bidders and is hereby made a part of the above-referenced bid documents. **Bidders must acknowledge this Addendum 1 with their bid.** This addendum is a total of two page(s).

CLARIFICATION, ADDITIONAL INFORMATION AND CHANGES:

The RECOMMENDED SITE-VISIT sign-in sheet is attached. I mistakenly stated to the attendees that the visit was mandatory, it was not. Bids will be allowed from companies unable to send a representative to the walk-throughs of the three conference rooms.

1. Question: Would it be acceptable if we subcontracted electrical work?

Answer: Yes, electrical work can be subcontracted. Please provide the name of the intended subcontractor with your bid submittal.

2. Question: We read the equipment specs, but were wondering if you were looking for a new meetings provider as well. Are you in need a meetings provider in reference to this RFP?

Answer: The City is not looking for a new meeting provider.

3. Question: What software platform will be used in these rooms? (Zoom, MS Teams, etc)

Answer: We use Windows 10 with Zoom, MS Teams, Gotomeeting and Gomeetnow

Visit the city website for bid documents, addendum, and project updates www.ci.wheatridge.co.us

POINT OF CONTACT: Jennifer Nellis, Purchasing Agent, jnellis@ci.wheatridge.co.us , fax 303-234-5924, or phone 303-235-2811. Do not contact the requesting department.



MANDATORY SITE-VISIT SIGN-IN SHEET

DATE & TIME: MONDAY, SEPTEMBER 21, 2020, AT 1:00 P.M. LOCAL TIME

LOCATION: CITY HALL and the RECREATION CENTER

BID NO. & PROJECT: RFB-20-19 Virtual AV Meeting Rooms (x3)

BID DUE DATE/TIME: TUESDAY, OCTOBER 13, 2020 BY 1 P.M. OUR CLOCK - Submit to BIDS@ci.wheatridge.co.us

City representatives:

BRYAN BASER

Ken Nellis

Don Allen

Attendees (please print clearly)

Print your Name & Title	Company Name	Phone Number And Email	Prime or Sub?
Michael Steinke IT Manager	COLUR	3) 235 2824 mstinke@ci.wheatridge.co.us	Prime
BRYAN BASER		303-818-7163	
Jay Johnson	Troxell	307 287 1574 Jay Johnson@Troxell.com	Prime
Jim Mason	Troxell	303-883-4459 jim.mason@gmail.com	"
Bill Bruen	InterFace	303-587-1225 BRBruen@interFace.cc	Prime
HAYLEIGH EVANS Named Account + AV equipment	KONICA MINOLTA Business Solutions	402-441-9828 hevanse@kmps.konicaminolta.us	Sub

Jonathan Eulbank

HELLV

303-818-7163 jonathan@highcountryllc.com

Prime