



School District 4J
Eugene Public Schools
200 North Monroe Street
Eugene, OR 97402-4295

DATE: MAY 18TH, 2018

PROJECT: VIDEO SURVEILLANCE SYSTEM RFP

**SUBJECT: ADDENDUM #1, ELECTRONIC SUBMISSION
#410.780.727**

**FROM: 4J SCHOOL DISTRICT
200 NORTH MONROE STREET
EUGENE, OR 97402-4295**

The following changes are additions/changes to the original RFP.

1. Replace page 22 with the attached document.
2. The Elementary School drawings have been posted.
3. Other site drawings have been posted.

PROPOSAL SUBMISSION GUIDELINES

GENERAL

- A. The term "vendor" or "proposer" shall refer to the firm or individual submitting a proposal.
- B. All proposals must be submitted utilizing the pages provided herein for that purpose.
- C. Proposer may submit a proposal on any or all items as given in the specifications and/or any single item.
- D. Proposals shall have arrived (by mail or hand delivery) to the specific location within the time specified herein. FAX (facsimile) proposals are unacceptable. Delivery is the sole responsibility of the Proposer.
- E. By submitting a proposal, the proposer certifies that the proposal has been arrived at independently and has been submitted without collusion designed to limit competition.
- F. The proposal submitted shall be signed in ink by a representative of the company authorized to bind the firm. Alterations or erasures shall be initialed in ink by the firm representative signing the document.
- G. The District is not liable for any cost incurred by a proposer prior to issue of a contract.

PROPOSAL SUBMITTAL

One original and four (4) copies of the sealed proposal, including all exhibits, shall be accepted until June 14th, 2018 at 2:00 pm, submitted to Amanda Clinton, Facilities Management; Lane County School District 4J; Financial Services Office; 715 W 4th Street, Eugene, OR 97402. Sealed proposals shall be labeled on the outside with "RFP 18-450 Video Surveillance System.". In accordance with OAR 137-047-0450, the District confirms only the names of each Proposer will be read aloud at a public opening. No electronic, or faxed proposals will be accepted.

PROPOSAL FORMAT

Proposals should contain a clear and concise description of what is being proposed and be fully responsive to all specific questions and concerns indicated in this RFP. The purpose of this format is to ensure uniformity of the information from each Proposer and to aid in clear understanding and evaluation of each proposal. Failure to submit a proposal in accordance with the provisions of this Section may be grounds to declare the proposal non-responsive. Failure to provide any information requested may result in rejection of your proposal. To provide consistency in the review of the proposals, firms are requested to prepare their responses in the format below:

Proposal is to include all required information to address items listed in this solicitation including information requested in Appendix A- Proposal Certifications and Appendix B – Proposal Signature Page and is requested to be submitted in hard copy and electronic copy.

a. Hard copy/Paper

- 1. 25 Page Limit-11 pt. min font
- 2. Resume's and Cover letters do not count
- 3. One (1) complete original, signed in ink
- 4. Four (4) copies of the proposal
- 5. Printed with a font size no smaller than 10 point on 8-1/2 x 11 size paper
- 6. Elaborate art work, expensive paper, and expensive visuals are not necessary

b. Electronic Copy

- 1. 1 Flash Drive or 1 DVD

OFFER CONTENT

Proposal should be organized in the following order: Title Page/Cover Letter, Appendix A, Appendix B, Response to Requirements and any remaining information. Proposers are cautioned to provide as much detail as possible pertaining to their price, capabilities, and experience providing the services requested in this solicitation. Do not assume the District or evaluation team is familiar with the Proposer. Concise and direct answers are encouraged. The specifications, characteristics, and requirements listed in this solicitation are in no way to be considered to be exhaustive.