



CLARK COUNTY CORRESPONDENCE

ADDENDUM #1 – ISSUED WEDNESDAY, JANUARY 12, 2022

RFP #814 – DIGITAL and VIDEO COURT RECORDING SYSTEM

Proposers shall acknowledge receipt of the Addenda by checking the appropriate box where indicated, on Attachment “A” – Cover Sheet

Failure to do so, shall render the proposer non-responsive and therefore be rejected

**THE FOLLOWING CHANGES, ADDITIONS, AND DELETIONS TO THE CONTRACT HEREBY
BECOME A PART OF THE CONTRACT DOCUMENTS.**

With the temporary closure of the courts, currently through the end of January, due the Omicron variant of COVID-19 the dates in the RFP have changed as follows:

RFP Due Date	Wednesday, March 2, 2022
Mandatory Meeting	Week of February 14 – 18, 2022

- Replace pages 10, 11 & 14 of the original PDF with the following Labeled Addendum 1

Priscilla Ricci, C.P.P.B.
Senior Buyer

Request for Proposal #814

Digital and Video Court Recording System – Addendum 1

Task 4: Successful User Acceptance Testing.

Task 5: Completion of User and IT Training and delivery of project documentation.

4. Project Funding

Allocation of funds for this RFP will be established based on the funds requested in the selected proposal.

Clark County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

El Condado de Clark, de acuerdo con las disposiciones del Título VI de la Ley de Derechos Civiles de 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d a 2000d-4) y el Reglamento, por la presente notifica a todos los postores que se asegurará afirmativamente de que cualquier contrato celebrado de conformidad con este anuncio, las empresas comerciales desfavorecidas tendrán la oportunidad plena y justa de presentar ofertas en respuesta a esta invitación y no serán discriminadas por motivos de raza, color u origen nacional en consideración a un laudo.

5. Timeline for Selection

The following dates are the **intended** timeline:

Pre-Proposal Site Visit	Week of February 14 - 18, 2022
Proposals Due	March 2, 2022
Proposal Review	March 3 – 11, 2022
Potential Interviews/Demonstration	March 14 – 17, 2022
Contract Negotiation/Execution	March 18 – 25, 2022
Contract Intended to Begin	April 1, 2022

6. Employment Verification

Effective November 1, 2010, to be considered **responsive** to any formal Clark County Bid/RFP or Small Works Quote, all vendors shall submit before, include with their response or within **48 hours** after submittal, a recent copy of their E-Verify MOU or proof of pending enrollment. The awarded contractor shall be responsible to provide Clark County with the same E-Verify enrollment documentation for each sub-contractor (\$25,000 or more) within thirty days after the sub-contractor starts work. Contractors and sub-contractors shall provide a report(s) showing status of new employee's hired after the date of the MOU. The status report shall be directed to the county department project manager at the end of the contract, or annually, whichever comes first. E-Verify information and enrollment is available at the Department of Homeland Security web page: www.dhs.gov/E-Verify

How to submit the MOU in advance of the submittal date:

1. Hand deliver to 1300 Franklin St, Suite 650, Vancouver, WA 98660, or;
2. E-mail: koni.odell@clark.wa.gov or priscilla.ricci@clark.wa.gov

Note : Sole Proprietors shall submit a letter stating exempt.

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Digital and Video Court Recording System – Addendum 1

Section IB

Work Requirements

1. Required Services Installation, training, service, and maintenance of digital recording and video court recording equipment.
2. County Performed Work Lead for Superior Court will be Cheryl Stone, Court Administrator and team will include Joe Johnson, a judicial representative, and a judicial assistant.
3. Deliverables & Schedule Project is expected to be completed by July 31, 2022.
4. Place of Performance Contract performance may take place in the County's facility, the Proposer's facility, a third-party location, or any combination thereof.

All individuals who perform services at the County facility must provide proof of COVID-19 vaccination.
5. Period of Performance A contract awarded as a result of this RFP will be for five (5) years and is intended to begin on April 1, 2022 and end December 31, 2027.

Clark County reserves the right to extend the contract resulting from this RFP for a period of five (5) additional years, in one (1) year increments, with the same terms and conditions, by service of a written notice of its intention to do so prior to the contract termination date.
6. Prevailing Wage (When Applicable) As of July 1, 2019, it is required that contractors meet the new requirements for Prevailing Wage and public works requirements, per RCW 39.04.350. Proposer shall be either exempt, by having a valid Washington business license for three years or more and completed three or more public works projects or received and completed training on prevailing wage and public works requirements.

Pursuant to State of Washington RCW 39.12, all payment for salaries and wages shall conform to State of Washington Department of Labor and Industries as prevailing wage rates. For this project select the Clark County rates that apply on the proposal closing date from either of these sites:

<http://www.wsdot.wa.gov/Design/ProjectDev/WageRates/default.htm>
<http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates>

Before payment is made by the Local Agency of any sums due under this contract, the Local Agency must receive from the Contractor and each Subcontractor a copy of "Statement of Intent to Pay Prevailing Wages" (Form L & I Number 700-29) approved by the Washington State Department of Labor and Industries.

A fee of \$45.00 per each "Statement of Intent to Pay Prevailing Wages" and "Affidavit of Wages Paid" is required to accompany each form submitted to this Department of Labor and Industries. The Contractor is responsible for payment of these fees and shall make all applications directly to the Department of Labor and Industries. These fees shall be incidental to all the proposed items of this contract.

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Part II Proposal Preparation and Submittal

Section IIA

Pre-Submittal Meeting / Clarification

1. Pre-Submittal Meeting

A **Mandatory** site visit will be scheduled for this project the week of February 14 - 18, 2022. Proposals will only be accepted from vendors that attend the site visit.

If you would like your proposal to be considered, contact Cheryl Stone at Cheryl.Stone@clark.wa.gov no later than February 9, 2022 to be placed on the walk-through schedule.

All individuals who are here on-site shall be fully vaccinated, wear a mask and keep social distancing of a minimum 6 feet.

2. Proposal Clarification

Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page.

The deadline for submitting such questions/clarifications is February 23, 2022 by 5:00 pm.

An addendum will be issued no later than February 24, 2022 to all recorded holders of the RFP if a substantive clarification is in order.

The Questions & Answers/Clarifications are available for review at the link below. Each proposer is strongly encouraged to review this document prior to submitting their proposal.

Clark County RFP site: <https://clark.wa.gov/internal-services/request-proposal-1>

Section IIB

Proposal Submission

1. Proposals Due

Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

- 1. RFP Number and;**
- 2. TITLE and;**
- 3. Name and Address of the Proposer.**

Responses received after submittal time will not be considered and will be returned to the Proposer - unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

2. Proposal

Proposals must be clear, succinct and not exceed thirty (30) pages including attachments, but excluding resumes, E-Verify and coversheet. Proposer's who submit more than the pages indicated may not have the additional pages of the proposal read or considered.

For purposes of review and in the interest of the County, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable.