

- Q. How much did the Unified Court System spend on contract for Audio/Visual in 2005?
- A. **We do not provide budget or expense figures. It would unfairly affect the competitive process. Our contracts are for estimated quantities and therefore the dollar amount spent one year might not be indicative of another year's expenses.**
- Q. What is the process and time line for awarding the new contract?
- A. **After the final bid analysis, the complete bid package and proposed contract go to the Comptroller's Office for their approval. The whole process may take over two months.**
- Q. When it asks for labor to be quoted fro 9 am to 5 pm Monday - Friday, my understanding is that we are only putting in an hourly rate. Is that correct?
- A. **Labor costs are to be quoted on a per hour basis. Please refer to page 10 of the General Specifications "Pricing".**
- Q. On the evaluation portion of the bid, p.10, Equipment and Facilities - my understanding is that there will be an onsite audit to determine what we have in stock. Considering that anytime an audit will take place we will have inventory that is the field, how will the inventory that is not onsite be taken into consideration?
- A. **The inventory that is not on site does not count in the evaluation of "Necessary Stock of Required Equipment". Only the on-site inventory counts in the evaluation. Please refer to page 11 "Mandatory Reserve Pool".**
- Q. What are the maximum number of AV technicians that will be required for scheduled AV event?
- A. **As an indication only, in the past three years, nine technicians at the most have been on a job site. This number could change. The number of technicians depends on the size of the program and the number of rooms which are active with both A/V needs and video recordings.**

- Q. How many AV events are scheduled on the same day in different cities?
- A. **The number of events scheduled on the same day in different cities is difficult to evaluate. Last September there were two programs running concurrently, one in White Plains with two technicians, and one in Rochester with nine technicians. Some programs run back to back in different parts of the state. Please note that the General Specifications require bidders to be able to provide equipment and personnel for additional programs on a thirty (30) days' notice (p.11 "Bidders' Qualifications"). This may happen five to ten times a year and could easily fall during an already scheduled program.**
- Q. On page 17 under the title "Necessary Stock of Required Equipment" the bid requests 10 Digital Video Camcorders and 45 Data projectors which 15 are 5000 Lumens. How many AV events will require 15 (5000 lumens) projectors and the 10 Digital Video Cameras?
- A. **Any requirements of our solicitation, including equipment quantities and number of scheduled seminars constitute estimates only (see General Specifications, p. 10, "Estimated Quantities"). It is impossible for us to answer how many events will require 14 (5000 lumens) projectors and 10 digital video cameras, because of the tentative schedule of seminars and the possibility of additional programs. If a company does not have the necessary stock of equipment on hand, under their direct control, it can create operational issues for the UCS. This ability to have the necessary stock of equipment on hand is rated under the Method of Award (see p. 10 of the General Specifications, "Method of Award" 2. Equipment and Facilities).**
- Q. How are the mileage and travel expenses calculated?
- A. **Please refer to page 10 of the General Specifications under "Pricing". Prices shall include travel time and any other additional expenses. No additional charges shall be allowed.**