Introduction and Opening Remarks

1. Discuss the County’s Current System
2. Site Tour of:
   a. Caucus Conference Room
   b. Conference Room 220
   c. Conference Room 221
   d. Levy Court Chambers
   e. Network Closet
   f. Security Desk and Front Lobby Displays
   g. Display Outside Tax
   h. Media Center
   i. Data Center
3. Question/Answer through-out the tour

1. Discuss the County’s Current System

The County’s existing system was installed with the opening of the Admin Building in 2004. Original System was designed by a company not familiar with the County’s needs, so there are some items we have that are not necessary to upgrade or replace. RFP narrows down the most important parts to be upgraded to the current technology. Our current system has lasted (15 years), more than 5 years beyond its expected life.

Control System
We have Crestron at heart of our control system, which has performed well for the County. We experienced one issue, in all that time, and that was a power supply issue. We have frequent power outages in the area which has caused power supply failures on various pieces of equipment.

Crestron has performed well for us over the years. And where we are open to entertain other control solutions for this project as alternatives, we have a strong preference to retain them as our control system backbone.

Digital Signage
As for Digital Signage we use Media Xtreme (by KeyWest Technology). It is used to manage displays in the Admin Building and play out remotely to the Library and the Rec Center. All locations are on the same network. All 3 digital signage players are updated via an internet connection push.

Presentation Systems
3 of the 4 rooms currently have basic systems comprised of projectors, screens, mics, and speakers. These are all used for our meetings of which occur at least 2 times/week.

**Media Streaming System**
The meetings in our Levy Court Chamber are streamed live and archived for on-demand playback and legal retention purposes. Video storage optimization is a big consideration for this system.

**Questions:**

Q1 - Does the County prefer an On-Premises or Cloud solution for Video Storage?  
  A1 - No Preference

Q2 - What do you do with storage?  Is it for residents or archiving?  
  A2 - It is for on-demand playback and legal retention requirements.

Q3 - Is there a need for On Demand Portal Outside of the County?  
  A3 - We have links for our live streaming video on the County website as well as links to previous meetings.

Q4 - What software is used for streaming video?  
  A4 - Sonic Foundry’s MediaSite 6.1

Q5 - Regarding the Budget for the RFP, considering we have received 8 proposals, what if the proposals are over budget?  
  A5 - We will review all of the proposals and score each of them. This process is done to identify which one makes the most sense. The County is looking for the most economic and efficient solution. The County will then enter into negotiations starting with the vendor whose proposal has scored the highest, then the second highest, etc... if necessary.

Q6 - Does the connection for streaming video need to penetrate the firewall or do you want a private network defined?  Do you want a safe solution on a private network?  
  A6 - Currently our streaming system sits behind our firewall.  
  A6 - We do not require a private network.

Q7 - Are there any areas we can’t photograph?  
  A7 - No.
2. a. Tour Caucus Conference Room

In this room we need the ability to digitally audio record meetings. The RFP mentioned that we would like to have a video conference ability here. It should be noted there is some noise from the HVAC system in here (pointed to the ceiling air handling ducts).

Questions

Q1 - Do you want to use Polycom or Skype for video conferencing? Do you use any one of those now?
   A1 - We don’t prefer one over the other, either would work. And no we do not have any video conferencing now.

Q2 - Is there a County standard on video conferencing?
   A2 - No

Q3 - Do you use the State network?
   A3 - No.

Q4 - Is the phone system analog or VOIP?
   A4 - The County has their own VOIP phone system on the County network. (Cisco)

Q5 - Who will the conferencing be with? Will the calls be made to internal locations or other sites?
   A5 - The County would mainly be conferencing internally with other County sites (Public Safety, Waste Water Treatment Facility). Other times conference calls could be made to outside facility but no Video would be necessary.

Q6 - Does the County have the need to have a mobile video cart?
   A6 - No, but if a mobile solution makes sense it’s something we would consider. Bear in mind ease of use, especially for the County Administrator, will be of paramount consideration.

Q7 - What are the dimensions of the screen?
   A7 - It is specified in the RFP. All screens are 4:3 aspect ratio and would prefer 16:9 if the screens would be replaced. Screen replacement is not necessary but on our wish list. We would like options and be able to choose the one that is the most economic.

Q8 - Do you want to replace the projector?
   A8 - Yes. All projectors MUST be replaced.

Discussion – There is a display panel next to the projector that shows “microphone is in use” when digital recording is on. It purpose is to let everyone in the room know that they are active and being recorded.

There is a sub-woofer in the ceiling that is a part of the program output.

There is an object imager in the credenza which has never been used.
Q9 - Do you want to reuse the sub-woofer?
A9 - Yes if it makes sense to do so. Any of the existing equipment can be used if it makes sense. *(All reused equipment should be reasonably warrantied and be part of the ongoing maintenance solution.)*

Q10 - Do you have diagrams of the existing systems and are floor plans available?
A10 - Yes. They will be sent to everyone that submitted a Notice of Intent. Nelson White was the integrators for the current system when the building was built in 2004.

Q11 - There are table pop-ups in the conference table for (vga, power & internet). Should the new solution use these table pop-ups?
A11 - The new solution is not required to use these table pop-ups.

Q12 - Can we cut the table to facilitate drop-ins?
A12 - We do not want to split the laminate in the table. If this is necessary, the County can have facilities make any necessary cuts into the table.

Q13 - Will there be people against the wall that will need to be recorded? Will assisted listening be required?
A13 - Yes there will be people along the rear walls (left & right Side in the Caucus Room) that will need to be picked up on a recording. Assisted Listening will only be needed in the Levy Court Chamber.

Q14 - What is the wish-list for items being used on the conference table?
A14 - The conference phone is new and it will stay. Laptops/Tablets will be used and connected from time to time. The majority of the time the desktop computer in the credenza will be the primarily displayed content.

Q15 - What is the main purpose of this conference room? What kind of workflow are people doing here?
A15 - This conference room is used as an executive work room, budgets are discussed here, and contractors meet here. Executive meetings are held here. Generally someone will bring in a flash drive and connect it to the desktop for display on the projector.

Q16 - Do people present at the podium?
A16 - Hardly ever. Almost never.

Q17 - Would they use an integrated audio conference solution?
A16 – We currently have audio conferencing capabilities integrated through the control system. It is the ClearOne XAP TH2, but it’s never been used. It is too complicated for the County Administrator to use, so he just opts to use this Cisco Conference phone on the table.

Also we have wireless Crestron touch panels in this room and Conference Room 220. We do not want that going forward. We want a wired desktop or wall mounted unit.
Q18 - For a wireless option, How about an iPad?
    A18 - Sure if it’s intuitive. We don’t like wireless touch-panels but we do like iPads. The solution 
    would be fine with a designated iPad for the caucus room, conference room, etc. Maybe as 
    a backup. But we need to have wired units on desk or wall as the primary.

Q19 - Would it be ok if the iPad was duplicated with a wall touchpad device?
    A19 - Yes.

Q20 - Where do people mainly sit?
    A20 - Around the table and along the rear left and right walls.

Q21 - Would it be necessary for another touch-panel at the other end of the table?
    A21 - No.

Q22 - Do you have a need for HDMI connectivity at the front?
    A22 - Yes.

Q23 - Would there be a need for sharing a device with the screen like Crestron’s AirMedia or Apple TV?
    A23 - Not sure. (Can’t think of a scenario where that would be needed). Has not been in the 
    past.

Q24 - Secure wireless with regards to RF microphones?
    A24 - We have no wireless microphones in the Caucus Room. (We have no frequency restrictions 
    for the area.)

Q25 - Would Object manager be handy? Do we want a doc camera?
    A25 - We’ve never used the one we have. The County does not need to invest in another one.

Q26 - Who is the cable provider?
    A26 - Comcast.

Q27 - Are there any future plans to have a Comcast Live account?
    A27 - We did look at that option through Verizon. But right now that is on hold indefinitely.

Q28 - Would the County be interested in repurposing the credenza and being supplied with a new rack?
    A28 - Yes that would be fine. If you look at the back of the credenza, it is all cut up to 
    accommodate many pieces of equipment. If new furniture is proposed, then we would 
    repurpose the credenza.

Q29 - Is there a need to have an interactive white board?
    A29 - No.

Q30 - Do you record in here and how many cameras are needed?
A30 - Yes we do record, but audio only.
A30 - One camera would be more than sufficient for video conferencing in this room.

Q31 - What are the makes and models of the projectors and microphones? Are there specific brand preferences for the projector and microphones?
A31 - Panasonic and Shure. But they are listed in the RFP.
A31 - No we do not have any preferences for the projectors or microphones. But these brands have served us well.

2. b. Tour Conference Room 220
This room, Conference Room 220, is our main conference room. It is the most used at the County. It is reserved internally by different departments as well as the public. It is mainly used for presentations, however, it is also used as an overflow area from the Levy Court Chambers during meetings. When this conference room is used as overflow, we route video and audio from the Levy Court Chamber into here. Off to the side of the conference room is an alcove where the rack is located.

A desktop computer with a connection, and a VGA connection plate is located in the credenza and in the podium for laptops.

The wireless touch-panel controls the projector screen and the input source from either a laptop at the podium or the desktop (stored within the credenza).

Questions
Q1 - The room can be partitioned with a movable wall. Is this ever done so that it creates two rooms?
   A1 - No, we don't split the conference room. Separation has never been needed.

Q2 - Is there a requirement for this conference room to have video conferencing?
   A2 - There could be potentially. At least 1 of the 3 conference rooms would be sufficient for video conferencing.

Introduction of Facilities Manager
Dick McDonald came into the conference room and was introduced to all the vendors. Dick is familiar where all the conduit is located and is familiar with what wiring needs to be replaced as it is wearing out and causing shorts. He has all the blue prints in his office for the building. They will be scanned and sent to all the vendors participating in the RFP.

Q3 - What connectors are in the podium / lectern?
   A3 - There is Internet, VGA, and power.

Q4 - Ditch the WolfVision (object imager)?
   A4 - We’ve almost never used them in any of the rooms. If they can be reused great. But not necessary to retain.

Q5 - Does the County want to replace the projector?
A5 - Yes, all the projectors need to be replaced.

Q6 - What is the screen size preference?
   A6 - 16:9 aspect ratio.

Q7 - Will the County cover drywall if needed? (to replace motorize screen)
   A7 - Yes, we would consider replacement and would just need to consult with our facilities team before finalizing.

Q8 - The RFP states there is a cable tuner located in Conference Room 220. Where is it?
   A8 - It is located in the rack, in the alcove.

Q9 - Are wireless mics needed?
   A9 - Yes, 1 wireless is needed in this room.

Q10 - Replace both hard wired (podium) and wireless mic?
   A10 - Yes.

Q11 - Is the Media Center and Levy Court Chambers feed different to Conference Room 220?
   A11 - Yes, but we only need the Levy Court Chamber feed going forward. We will use it in here for room overflow purposes. We display in on the projector.

Q12 - AV Studio, is that overflow?
   A12 - No, the only room we use for overflow is Conference Room 220.

Q13 - What are the hours for access (for integration and installation)? Considering there will be noise during the installation process.
   A13 - The County envisions sometime in April the County will award the bid. The install should take place in July and August. During July and August, Levy Court does not meet. The building will be open, allowing vendor access from 8am – Midnight (Monday through Friday)

Q14 - Saturdays too?
   A14 - There’s a possibility that can be scheduled as well.

Q15 - Would you give us a schedule of the rooms as being used?
   A15 - Yes, we would block off each room as being booked so it would not be available to others while the install is being done.

Q16 - Fusion has Room Scheduling Panels mounted on the outside of the room. Would the County install software on their network or would the vendor need to provide a Server?
   A16 - The County can provide a virtual server on our network to house the software.
   A16 - Vendor may need to provide CAT5/6 to it from room locations to the Data Center.

Q17 - Is there CAT5 or Fiber in the Kent County Admin Building?
A17 - There is fiber coming into the building, but CAT5 run throughout the building.

Q18 - Will you need to change or upgrade the storage location for the videos?
   A18 - We are happy with the arrangement for the storage of the videos as well as Sonic Foundry. The recorder basically pushes to the recording to the streaming server and it is served up live and on-demand from there.

Q19 - There are 2 entrances to Conference Room 220. Where would you like the Scheduling Panel mounted on the wall? On the hall entrance and/or the entrance from within Conference Room 221?
   A19 - We would like it mounted on the hall entrance.

Q20 - How are the Conference Rooms booked currently? Do you have Office 365?
   A20 - We have Exchange 2013. Currently, Conference Room 220 and 221 are managed within Outlook as a Resource. The Levy Court Chambers is scheduled manually with an Admin Secretary.

2. c. Tour Conference Room 221
   This conference room currently does not have any AV equipment, projector or a screen. The set up in this conference room is generally Class-room style, facing in any direction.

Q1 - Will the County be responsible for electricity being installed?
   A1 - Yes.

Q2 - Will the County want to put the screen in the soffits?
   A2 - The screen can go in the soffits.

Q3 - Would the County be fine with Flat Screens? And is it OK to put them on the sides?
   A3 - Yes the County is fine with Flat Screens. The County needs a projector & screen/ or flat screens, wireless mic and 1 connection plate installed. It is fine to have the flat screens installed on the any of the walls. However, the white boards would need to be relocated as they are used. The proposal should be specific with regards to the recommended location.

Q4 - Is there a preference for the location of the input to be installed?
   A4 - There is no preference. Somewhere along the walls.

Q5 - How many people are normally in this conference room?
   A5 - Generally, no more than 25 people.

Q6 - Are the white boards used?
   A6 - Yes
Q7 - Globally to the whole project, does the County prefer that the connections support HDCP 2.2 for 4K? This would mean that the projectors could be 4K as well.
A7 - The County is relying on the expertise of knowledge in the vendors to tell us what makes sense.

Q8 - Does a camera need to be installed in Conference Room 221?
A8 - No.

2. d. Tour Levy Court Chambers

Q1 - Does the County need integrated lighting control?
   A1 - Yes

Q2 - Is the lighting system integrated with Leko Lights?
   A2 - Yes. However the Crestron control system is only able to switch between 4 lighting presets on the lighting control panel.

Discussion
There are 4 pre-programmed lighting settings within the Levy Court Chambers.
- Scene 1:
- Scene 2:
- Scene 3:
- Scene 4:
- Off

Q3 - Are there ever complaints about the voice amplification?
   A3 - Yes, but only recently as the system and wiring is aging.

Q4 - Is there concern regarding the lighting quality with the cameras?
   A4 - No.

Discussion
The tilt-pan-zoom (TPZ) cameras in the Chambers used for video streaming are basically 4 high-end security cameras. There is one camera feed at a time to the streaming recorder. The Crestron figures out which camera feed to send to the recorder based upon which mics are in operation.

Going forward, the Cameras should have two different focal points. One is needed facing towards the dais and one facing the podiums. Sometimes there are people at both podiums. One wide shot towards both podiums is sufficient in those circumstances. The streaming system should be fed a high-def signal from the camera and a HDMI/ VGA feed from the computer.

Q5 - There are multiple levels of broadcasting. What is required?
   A5 - Currently the MediaSite’s (ISM) provides good quality at the lowest bandwidth. Streaming quality is sufficient. Mp4, etc.
Q6 - Just to confirm, there should be only one camera in the front and one in the rear.
   A6 - Yes, that would be a sufficient minimum requirement.

Discussion
Sometimes, there is a committee setup in front of the dais. A table is set up in the middle of the floor, on which we place 6 mics.
Q7 - Does the County have other microphones available?
   A7 - We have an insufficient amount of mic now for the committee meeting setup. We only have six (6).

Q8 - How many stations on the table?
   A8 - There will be a total of 10 microphones needed on the table. At minimum, 6 would be fine but 10 is desired. All the microphones should be plug and play.

Q9 - When there is a committee meeting set up, does the County have a vision for it?
   A9 - The committee meetings set-up will not change much. It will either be 4 tables joined to form like a boardroom style meeting. Or two tables facing the dais like congressional hearing style meeting.

Q10 - Is there a reason to identify which (meeting type)?
   A10 - Not specifically maybe a mode on the touch-panel might be useful but not required.

Q11 - Where are monitors needed?
   A11 - (Personal Desktop) Monitors at the dais would be a necessary solution if we moved the projection screen to the front of the room (over the dais). Any new screens would have to be in 16:9 aspect ratio. We'd definitely like to see an alternative proposal for moving the screen to front. One or Two medium /smaller screens on either side of the seal is preferred over one large screen in the center covering the screen.

   A11 - Our electricians and facilities staff can handle electrical need and construction needs.

   A11 - (Personal Desktop Monitor) Screens at the podiums and would be nice but not necessary.

Q12 - There are brackets over the dais near the ceiling. Are those for something specific?
   A12 - Those were put there to give us the ability to hang spot lights like those in the back of the chambers. We do not use the ones in the back, nor plan to put any spot lights on the ones over the dais, so they're available to be used to hang screens.

   A12 - Any proposal for screen moves we be evaluated for practicality before acceptance as it will involve the moving of lighting as well. However the moving sprinklers is more of a major issue to work with than the moving of lighting.

Q13 - Does the County need a flat screen or a curved screen? If so, what size will we need?
   A13 - We are open to all ideas.

Q14 - Does the County need PC and Laptop connections?
   A14 - Yes, there are two desktop connections and two laptop connections currently at the dais that we would need to maintain. No further inputs are required beyond this.
Q15 - Do people need to plug in to the HDMI at the podium?
   A15 - Hardly ever. That’s more of a wish-list item.

Q16 - How many (personal desktop monitor) screens are needed?
   A16 - On the dais, it would be nice to have one for each of commissioner (7). An additional one
   would be needed for the far left side of the dais for the County Administrator (1). So 8 in total. However, if the monitors were bigger, the commissioners could share.

   A16 - It would be nice for each of the podiums to have a (personal desktop monitor) screen also
   (but not required). It makes sense because if the screens stay in their current locations (left and right walls) it would eliminate the audience at the the podium having to look left or right to view the displayed content.

Q17 - What is the make of the projector?
   A17 - It is a Panasonic.

Q18 - Is there any capacity to putting up shades over the remaining windows?
   A18 - If this is a requirement it will be considered. Currently there are several windows that had
   to be covered to prevent the sun from shining during sunset as it interfered with the
   projection on the left screen and was too bright for the audience. The same treatment
   could be done to the other windows if necessary.

Q19 - What is above this room?
   A19 - Nothing...Just an adornment and roof.

Q20 - Is there a wireless antenna?
   A20 - Yes, for the wireless mics.

Q21 - Is there a need for assisted listening?
   A21 - Yes.

Q22 - How many control stations are needed?
   A22 - Two (2). One at the right end of the dais and one in the back of the room. The one station
   at the back of the room is used for controlling the video recording and monitoring the
   streaming feed.

Q23 - Does the County want a preview on the touch-panel of streaming video to be displayed?
   A23 - Yes, we currently use the two Marshall monitors in the back for viewing the video feeding
   the streaming system and the other for monitoring the projected content.

Q24 - How many wireless microphones are needed?
   A24 - Currently there are 5 wireless microphones (2 handheld mics and 3 lapels). Going forward
   3 wireless microphones (2 handholds and 1 lapel mic) would be sufficient.
Q25 - Would a TV screen and sound be needed for overflow (outside of the Levy Court Chamber)?
   A25 - Yes...and projected content at the same time if possible. In a side-by-side or P-I-P style.

Q26 - How many room scheduling panels would be needed for the Levy Court Chambers?
   A26 - Just one at the right side entrance?

Q27 - Is there any need to send a signal to the Security Desk?
   A27 - Yes. At least one camera feed.

Q28 - In terms of speakers, Should they be replaced and with what amps?
   A28 - The amps should definitely be replaced. Amperage deepends on the proposed speaker.
   A28 - The existing speakers work fine and can be re-used if it makes sense. But they should be reasonably be warrantied in such a proposal and covered under a maintenance plan.

Q29 - How many displays will need to see the video feed from the Levy Court Chambers?
   A29 - There are 6 displays throughout the Admin building. Going forward they all need the ability to display the same content coming from the same source, source controlled from the Media Center.
   A29 - Currently there are 3 displays which are source controlled form Levy Court Chamber touchpanel, and 3 displays controlled from in the Media Center.

Q30 - Should the media center be the central hub?
   A30 - Yes. It is preferred to have the Media Room be the central hub and everything can be controlled there.

Q31 - Will the displays need to be replaced?
   A31 - Yes, the displays need to be replaced.

2. e. Tour of Network Closet

Q1 - There is a TV tuner for the (Levy Court Chamber) room. Is it used?
   A1 - Yes.

Q2 - Should the media recorder be updated?
   A2 - Yes.

Q3 - Is that lighting on the Crestron?
   A3 - Yes, the Crestron system has the ability to select 4 lighting presets.

Q4 - Should every room have all the wires replaced?
   A4 - Yes. If not they should be reasonably warrantied and covered under a maintenance plan.
2. f. Tour of the Security Desk and Front Lobby Display

Q1 - What is the driving the digital signs?
   A1 - KeyWest Media Technology, Media Xtreme

Q2 - Can we bring network to these displays?
   A2 - Yes. There may already be CAT5 running to them.

Q3 - Who currently is the vendor for the signage?
   A3 - (KeyWest Media Technology, Media Xtreme ) We do not have a preference. We would like options with vendors.

Q4 - What is displayed?
   A4 - We have a legal requirement to post meetings to the public so these displays help us meet those legal requirements. In addition, we post the weather, news, etc.

Q5 - What about feeds to the security desk for Active Shooter?
   A5 - We independently route the video feed from Levy Court Chambers to Security Desk from the Media Center.

Q6 - How is it done currently?
   A6 - It is a manual process and controlled from within the Media Center. (manually routing signal from the Extron switcher)

Q7 - Do these TVs stay on 24/7?
   A7 - No they do not. They stay on from 8 AM – midnight.

Q8 - Must they be manually turned off now? Do you want the ability to turn them off/on via a remote?
   A8 - Yes and Yes.

Q9 - How often do you change the schedule?
   A9 - It is changed monthly to display the next 15 or 30 days out.

Q10 - Is there any audio needed for the displays in the Admin Lobby?
      A10 - Yes.

Q11 - Is the Media Center on the first floor?
      A11 - No, it is upstairs on the second floor.

2. g. Tour Display Outside Tax
This display is identical to the ones outside of the Levy Court Chambers. Preferably all 6 are to be identical and controlled from the Media Center.
Q1 - What about the Conference Rooms?
   A1 - Just video signals from Levy Court Chambers go to the Caucus Room and Conference Room 220. Conference Room 221 is would not need to receive this feed as it will not be used for overflow.

2. h. Tour Media Center
The KeyWest box in the credenza rack is the digital signage play that we route to the 3 displays in the first floor entrance lobby. The Extron is the switcher we used to send the digital signage and Levy Court Chamber video feed to desired locations.

Q1 - Don’t you need touch panel in the here (Media Center)?
   A1 - No

Q2 - Upgrading (desktop) Computer Software?
   A2 - We can upgrade and install programs as needed.

Q3 - Regarding the mixing board, is the AV going through if for the wireless mics?
   A3 - Yes, but that isn’t part of this upgrade project.

Q4 - What is an example of what you are shooting video of?
   A4 - We are not shooting videos now. Only the live coverage of the meetings.

Q5 - Those conduits lead us to Glory?
   A5 - Yes. We will send the necessary electrical and floor plans to everyone.

Q6 - All that is being asked to be done is to run the audio / video and digital signage out of this room and spider out to the displays?
   A6 - Yes.

Q7 - What software is being used for this (Apple Computer Desktop)?
   A7 - This room is our video production Studio also but it is not being upgraded as part of this project. KeyWest Media Xtreme for the digital signage, and Sonic Foundry Mediasite 6.1 are the only pieces of software run out of this room related to this upgrade.

Q8 - Digital Touch panel needed for this room?
   A8 - No.

Q9 - Could the digital signage and streaming server be housed in the network closet, instead of the Media Center?
   A9 - Yes. The streaming server is already housed there.
Q10 - What is the MAC (Apple desktop) being used for?
   A10 - It is not being used any more. It was originally used as our video editing system.

2. i. Tour Data Center
All of the building terminates to this room. We have a 10 GB back switch from each of the data closets throughout the building.

Q1 - What is our capacity?
   A1 - We have four 52 port switches from 3 data closets.

Q2 - How should maintenance support be broken out?
   A2 - Maintenance service plans should include basic onsite, remote and emergency equipment repair/replacement/loan. If a discount is given for multiple years, then this should be identified comparatively.

Q3 - Will access badges be provided to the successful vendor?
   A3 - Yes, at the first visit, badges will be provided.

Q4 - Who was the vendor that provided cabling?
   A4 - Undercom.
   A4 - There may be existing cable runs between the rooms now that are unused.

Q5 - Do we require union labor?
   A5 - No.

Q6 - Does prevailing wage apply?
   A6 - No. There are no prevailing wage requirements for this project.

Q7 - What is done if permits are needed?
   A7 - At this time we do not anticipate any permits being required, however, the final accepted proposal will be the ultimate deciding factor. All permits that will be required, will need to be handled by the awarded vendor and the City of Dover. They are not handled in the Kent County Permitting Office. It should be noted, permits may be required for the installation or repositioning of motorized screens within the ceiling soffits. In most cases, vendors certified documentation that equipment has been installed to manufactures specifications should be sufficient.
## Sign-in Sheet

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<td>Matthew Bevil</td>
<td></td>
<td>Applied Video Technology</td>
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<td>443-777-7932</td>
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<td>Visual Sound</td>
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<td>508-737-7979</td>
</tr>
</tbody>
</table>

**Appendix:**

**Sign-in Sheet**