

## **Addendum 1**

**19PSX0015**

### **Audio/Visual Equipment**

#### **INSTRUCTIONS FOR CONTRACT USE**

##### **Scope:**

The Contract for Audio Visual Equipment has been awarded to twelve (12) Contractors who are able to provide several different manufacturer brands and services that are valued under one hundred thousand dollars (\$100,000.00). The intent of this Contract is to provide Client Agencies the opportunity to choose from different Contractors who offer a vast variety of brands of audio/visual equipment and services that may meet their business needs.

##### **How to Use This Contract:**

- Open Exhibit B Price Schedule Excel spreadsheet.
- Choose the first tab on the bottom left, "Master".
- Contractors are colorized and listed alphabetically across the top. Please note the abbreviated Contractors name in the parenthesis ( ).
- Categories 1 through 5, Audio, Video, Presentation, Photographic and Peripherals are listed on the left side going down the sheet. Manufacturer brands are listed alphabetically within each of the 5 categories.
- If you are looking for a specific manufacturer brand, only Contractors who have a discount number percentage in the field for a manufacturer brand, can provide that manufacturer brand.
- On the bottom tabs of the workbook, each Contractor (abbreviated name) has their own spreadsheet which has the price list name/date for each manufacturer brand in each category.

DAS recommends that end users obtain quotes and review the offerings side-by-side and comparison shop for pricing and products meeting their requirements. It is very easy.

To request a quote for equipment. Create one e-mail and cc as many contractors (we recommend a minimum of three (3) in the category who can provide the equipment, you are looking for; *(Note: If you know what manufacturer brand you are looking for, then only send an email to the Contractor(s) who can provide that brand in each category.)*

- In the subject line type: 19PSX0015 Request for quote
- In the body of the email provide as much detail as you can for the equipment and or service you are looking for. Include your name, email and phone number.
- The Contractor(s) will respond with a quote or ask you for more detailed specifics.
- It is recommended that the Client Agency chose the lowest total cost that meets your business needs when possible as a cost savings to your Agency.

**Additional Information:**

All of the Contractors will provide you with any type of assistance you need, including installation of each item the Contractor is providing. Feel free to ask them for suggestions or recommendations for the equipment and the way you will be using it. They are the experts and are more than willing to help you out.

Contractors will provide catalogs/price lists upon request. Some catalogs/pricelists are printed and others are in an electronic format.