

MEMORANDUM

To: All Interested Vendors

From: Brad Kamlet
Procurement Compliance Specialist

Date: August 21, 2025

Subject: Addendum No. 2
RFP 25-017 – A/V Hardware Replacement and Enhancement

Summary of Pre-Proposal Meeting
Questions and Answers

Part I. Summary of Pre-Proposal Meeting

On Wednesday, August 13, 2025 at 10:00 a.m., the Columbus Metropolitan Library (“the library”) conducted a Pre-proposal meeting for the RFP 25-017 **A/V Hardware Replacement and Enhancement**. The meeting was held onsite at the Columbus Metropolitan Library Main location. The library sent the following representatives:

Brad Kamlet, Procurement Compliance Specialist
Burt Bardus, IT Services Desk Manager
Sokwat Sam, IT Desktop Support Technician II

The following companies sent representatives:

New Era Technology
Midwest A/V
American Sound
iVideo Technologies
EKO Solutions

Part II. Questions and Answers

Q1) Should the *Enhancement* items be included in the proposal as optional items or as a separate quote?

A1) Please see Appendix A in the RFP.

Q2) Room 3B. Where is gear located?

A2) A/V gear is located in the Ceiling. AirMedia is located behind the TV.

Q3) In the areas where microphones are replaced does CML have spare ceiling tile in the event that some tiles get damaged.

A3) Yes, there are spare ceiling tiles.

Q4) When is the anticipated start date of the project?

A4) Anticipated to begin in September 2025.

Q5) The RFP states in Section B of the A/V Design Standards and Requirements that video conferencing is required in the Auditorium, but in the Scope of Work section it is noted as an Enhancement. How should this be included in the proposal?

A5) Video Recording is a requirement in the Auditorium. Video Conferencing is an Enhancement.

Carnegie Board Room

Q6) Is the ceiling inset above the table a ceiling grid or drywall?

A6) Drywall.

Q7) Where is the current projector mounted?

A7) The projector is located within a soffit.

Q8) What is the distance from the current projector to the screen?

A8) 25ft.

Q9) Is the original Panasonic PTRZ570UB projector still installed and being used in this room currently? If not, what is the current make/model?

A9) Panasonic PT-RZ570B.

Q10) If new projector provided by the replacement project needs to have the soffit modified in some way or either increase the available footprint of the projector shelf or raise the height of the projector platform to align the lens with the existing hole will that work be performed by CML, or is that work required to be covered as part of this contract?

A10) Work may be completed by either a licensed contractor/vendor or CML.

Q11) It did not appear that the windows could be covered to control the light in this room. Please confirm if there are shades, or are these windows allowing light at all times?

A11) There are NO shades in the room.

Q12) Is it required that the new projection screen fit within the existing wall mounted enclosure, or is that enclosure to be replaced with the project?

A12) The projection screen may fit within the existing wall mounted enclosure, however CML is open to other suggestions.

Q13) How many HDMI inputs exist at the table? We saw two during the walkthrough, but how many exist and how many are required?

A13) Two HDMI connections, one on the East table and one on the West table

Q14) The existing system has wireless gooseneck microphones that are distributed during meeting. It is assumed that these are to be removed, but are they to be replaced with current models, how many channels?

A14) They need to be replaced as the current models are no longer supported.

Q15) It is assumed that existing system has wireless touch panel capability with the existence of an iPad and iPort devices. Is wireless touch panel capability required in the new system, or should it be offered as an enhancement?

A15) There is no wireless iPad within the room. There is an AirMedia for wireless connectivity and a touch screen control panel for input management.

Q16) Is the screen size/position appropriate and adequate for the space's needs?

A16) Yes.

Q17) Do wireless gooseneck microphones require replacement. If so, how many are required?

A17) See Q14. There are 10 goose neck microphones.

Q18) What are the dimensions available in the soffit for the projector replacement?

A18) 3'-0" W × 4'-0" D.

Q19) Is VOIP calling functionality to be maintained?

A19) No

Q20) Are existing loudspeakers functional, and do they provide adequate coverage for the space's needs?

A20) Yes

Q21) Please confirm the following system I/O:

- 2 HDMI inputs (for projection and conferencing video input)
- 1 USB I/O for BYOD conferencing
- 1 AirMedia wireless video input
- 1 Stereo RCA input
- 10 Wireless gooseneck microphones
- 1 Wireless handheld microphone
- 1 Wireless lavalier/label microphone
- 1 10' control touch panel

A21) Items listed below are installed in the Room

- 2 HDMI inputs (for projection and conferencing video input)
- 1 AirMedia wireless video input
- 10 Wireless gooseneck microphones
- 1 Wireless handheld microphone
- 1 Wireless lavalier/label microphone
- 1 10' control touch panel

CEO Board Room

Q22) Is the existing LCD display to remain? Enhancements ask for pricing of new 86", but there is no directive to replace the existing 65".

A22) Yes, the quote should include a replacement to a new ~86" screen

Q23) We could not review this room during the walkthrough. Where is the head end equipment located?

A23) There PC and HDMI ports are in the base of the table. The rest of the hardware is located behind the TV.

Q24) The RFP requires removal and replacement of wireless microphones and all analog wiring, however there are no wireless microphones included in Attachment "A." Please confirm if wireless and/or wired microphone capability exist in this room.

A24) There are no microphones in this room.

Q25) The RFP asks for wired HDMI/USB inputs at the table as an Enhancement. Is it to be understood that if this option is NOT taken the primary/only way to project to the display would be through the Crestron AirMedia, or similar wireless presentation device?

A25) The primary connection is through the AirMedia. HDMI ports currently exist in the table.

Q26) An 86" display will likely not leave enough room for the in-wall loudspeakers that are currently installed with the system. Should those loudspeakers be replaced with ceiling loudspeakers?

A26) A sound bar would be recommended.

Q27) What is the required number and types of wired microphones in the updated space?

A27) The goal is to ensure that speech is effectively registered. This would be determined by the solution presented.

Q28) Do wired microphones/wired microphone stands require replacement?

A28) There are none in this room.

Q29) Please confirm the following system I/O:

- 1 HDMI input (for projection and conferencing video input)
- 1 USB I/O for BYOD conferencing
- 1 AirMedia wireless video input
- 6 Wireless gooseneck microphones
- 1 10" control touch panel

A29) Items listed below are installed in the room

- 1 AirMedia wireless video input
- 6 Wireless gooseneck microphones
- 1 10" control touch panel
- 1 HDMI input (for projection and conferencing video input)

Meeting Room 1A

Q30) What is the distance from the current projector to the screen?

A30) 17ft.

Q31) What is the size of the current projection screen? It does not appear to be included with the list in Attachment 1.

A31) Diagonal = 112".

Q32) Where is the equipment rack located for this room? I don't believe that we were able to review this room during the walkthrough.

A32) Located in the Carnegie Board Room coat rack.

Q33) Is there any microphone capability in this room other than what is existing in the current configuration? Are existing microphones used for voice lift currently?

A33) There are ceiling microphones as pointed out during the review. They were installed for teleconference use.

Q34) Does this room currently have video conferencing capability?

A34) No.

Q35) Is the screen size/position appropriate and adequate for the space's needs?

A35) Yes

Q36) Are the existing loudspeakers functional, and do they provide adequate coverage for the space's needs?

A36) Yes.

Q37) Are the existing ceiling microphones functional, and do they provide adequate coverage for the space's needs?

A37) Yes.

Q38) Is a wired voicelift microphone and accessories (cable/stand) required, and if so, is a gooseneck, or handheld microphone preferred?

A38) Wireless handheld Microphones are preferred.

Q39) Please confirm the following system I/O:

2 HDMI input (for projection and conferencing video input)

1 AirMedia wireless video input

1 Stereo RCA input

1 10" control touch panel

A39) Items listed below are installed in the room

1 HDMI input

1 AirMedia wireless video input

1 Stereo RCA input

1 10" control touch panel

1 wired XLR input

Life Skills Room 2A

Q40) What is the distance from the current projector to the screen?

A40) 14ft.

Q41) Is the screen size/position appropriate and adequate for the space's needs?

A41) Yes.

Q42) Are the existing loudspeakers functional, and do they provide adequate coverage for the space's needs?

A42) There are no loudspeakers in the room.

Q43) Please confirm this room is not to receive built-in audio/video conferencing.

A43) This is correct.

Q44) Please confirm the following system I/O:

2 HDMI input (for projection input)

1 AirMedia wireless video input

1 10" control touch panel

A44) Items listed below are installed in the Room

1 HDMI input (for projection input)

1 AirMedia wireless video input

1 10" control touch panel

1 VGA Port (This is no longer needed)

2 Audio 3.5" inputs

LHG Room 2B

Q45) What is the distance from the current projector to the screen?

A45) 17ft.

Q46) Is the screen size/position appropriate and adequate for the space's needs?

A46) Yes.

Q47) Are the existing loudspeakers functional, and do they provide adequate coverage for the space's needs?

A47) There are no loudspeakers in the room.

Q48) Please confirm this room is not to receive built-in audio/video conferencing.

A48) Correct.

Q49) Please confirm the following system I/O:

1 HDMI input (for projection input)

1 AirMedia wireless video input

1 10" control touch panel

A49) Items listed below are installed in the Room:

- 1 HDMI input (for projection input)
- 1 AirMedia wireless video input
- 1 7" control touch panel

LHG Room 3B

Q50) Enhancement request to provide an 86" display. Is the current 80" to remain, or be replaced as part of the base project?

A50) The screen is to be replaced.

Q51) All microphones are requested to be replaced. Are these microphones used for voice lift, or conferencing only? Is VoIP or video conferencing required?

A51) There are no stand-alone microphones in this room. Ceiling microphones could be integrated for video conferencing through AirMedia.

Q52) Please confirm existing headend equipment is housed in a ceiling rack.

A52) That is correct.

Q53) Is the screen size/position appropriate and adequate for the space's needs?

A53) Yes.

Q54) Are the existing loudspeakers functional, and do they provide adequate coverage for the space's needs?

A54) Yes.

Q55) Confirm that BYOD conferencing should be available wirelessly as well as via HDMI/USB wired connections.

A55) Yes.

Q56) Is VOIP calling functionality to be maintained?

A56) No.

Q57) Please confirm the following system I/O:

- 2 HDMI input (for projection and conferencing video input)
- 1 AirMedia wireless video input
- 1 Stereo RCA input
- 11 Ceiling microphones
- 1 10" control touch panel

A57) Items listed below are installed in the Room

- 1 HDMI input (for projection and conferencing video input)
- 1 AirMedia wireless video input
- 1 Stereo RCA input
- 1 10" control touch panel
- 1 VGA Port (This is no longer needed)
- 2 Audio 3.5" inputs

Small Business Room 3A

Q58) All-in-One video bar camera specs generally are good for viewing people no more than 20ft away. This room length is listed as 24ft.

A58) This room will have modular furniture and can be moved to accommodate a closer camera and conference solution.

Q59) The Scope of Work for this room states that HDMI/USB table connections are required. Is that for all tables shown in the picture? If connections are mounted to the tables, then the tables will not be able to be moved, is this the intention?

A59) HDMI input is located on the wall below the screen. No changes to placement are needed.

Q60) During the walkthrough it was stated to provide a new projector and projection screen, however the RFP states 86" LCD display is required. Please clarify what is required for base pricing.

A60) 86" LCD display is required.

Q61) The Scope of Work for this room states that HDMI/USB table connections are required. Is that for all tables shown in the picture? If connections are mounted to the tables, then the tables will not be able to be moved, is this the intention?

Q61) See answer to question 56.

Children's Area

Q62) Are the wireless microphone receivers the receivers noted to be replaced?

A62) Yes, as needed based on the recommendations of any new hardware.

Q63) Could you provide more details about the green space shown

How many audio zones are desired?

Since this is an open area, I assume that it would be desired to not have a zone "bleed over" to adjacent zones. With this assumption could you provide the estimated area each zone will cover?

Is a Bluetooth receiver and lavalier mic needed for each zone?

A63) Two Zones are defined for the space. One zone is the brown circle, and one zone is the green area shown in the RFP on Page 8. Bleed over is fine. Both Zones should be able to be combined. A receiver and lavalier mic would be preferred. Area needs are defined on page 9 of the RFP.

Q64) Where is the headend for this area?

A64) Above the ceiling, just behind the brown circle located in the RFP on page 8. Blue arrow is pointing to the rack in the ceiling.

Q65) Could a headset microphone be specified and provided to replace the lavalier/lapel microphone (to help eliminate audio feedback)?

A65) Yes. However, a lavalier/lapel would be preferable.

Q66) Should volume control (currently utilizing a physical knob) be integrated into the touch screen control system?

A66) This is not mandatory, but, if possible, would be acceptable.

Q67) Please confirm the following system I/O:

- 1 Wireless microphone
- 1 Bluetooth audio input
- 3.5mm "Aux" audio input

A67) Items listed are correct.

Auditorium

Q68) How many HDMI inputs are required in this room? It looks like two existing inputs in the front of the room. Replace just these, or are there others that were not identified during the walkthrough? IF there are more inputs, what are their locations within the room?

A68) Only two HDMI port exist, located at the front of the room.

Q69) Are HDMI inputs the only video inputs required? No legacy VGA support?

A69) Correct, only HDMI are needed.

Q70) Analog wired connections are listed as "Required" to be replaced, however in the overview it is requested that reuse of products wherever possible is preferred. Is the analog wired microphone plate at the front of the room required to be replaced, or reused?

A70) Miscellaneous items, such as plates, or wiring, should be rescued wherever possible. If a new design requires new items, then those items should be included in the bid.

Q71) Are there more than just 4 wired analog microphone inputs? If so, where were their locations within the room?

A71) 4 wired analog microphone inputs and 6 total wireless microphones connected to a receiver in the A/V rack.

Q72) There are two UI touch panels in this room currently. Are both panels to be replaced, or is one of the panels an "enhancement."

A72) Both panels control the same items in the room. If one panel is to be replaced, then both panels would need to be replaced.

Q73) Does CML currently have Creston Xio Cloud connectivity to monitor existing rooms? If not, what method is currently utilized to remote monitor rooms and provide remote support if applicable?

A73) No. There is no remote room monitoring currently in place.

Q74) During the walkthrough it was mentioned that the existing projection screen needed to be replaced. Please confirm if replacement is required, and preferred sizing of replacement. Is 16:10 or 16:9 the preferred aspect ration.

A74) The screen needs to be replaced. The screen size is 16:9

Q75) If the projection screen is replaced, please confirm that CML will provide electrician to disconnect A/C power at the projection screen.

A75) CML can disconnect the screen from A/C power.

Q76) During the walkthrough it was mentioned that the existing projector was recently replaced and should stay in the current design. If it remains, please confirm current Make/Model as it will not be listed in Attachment A.”

A76) Panasonic WUXGA DLP 10000 Lumes.

Q77) Existing system has Extron SMP, is there any requirement to provide streaming or recording ability with the replacement project?

A77) Yes, recording is needed for the room. Video conferencing is also listed as an enhancement. See Q5.

Q78) Existing system has VoIP capability, is VoIP integration in this room required, or an Enhancement request?

A78) VoIP is not available in this room. VoIP integration is not required.

Q79) Are the existing loudspeakers (main arrays and ceiling loudspeakers) functional and provide adequate coverage for the rooms’ needs?

A79) Yes.

Q80) What is the required number and types of wired microphones required in the updated space?

A80) 4 wired Gooseneck Mics are required.

Q81) Do wired microphones/wired microphone stands require replacement, or should they be depreciated entirely?

A81) Yes, they need replaced.

Q82) Should PTZ camera use automatic tracking, presets, manual control, or a combination?

A82) Presets, and manual control are needed. Tracking is not a requirement.

Q83) Should a streaming device be included for broadcasting in addition to video conferencing?

A83) Yes, this would be acceptable as an enhancement.

Q84) Is the existing screen’s size and location appropriate and adequate for the space?

A84) Yes.

Q85) Please confirm the following system I/O:

- 2 HDMI inputs (for projection and conferencing video input)
- 1 USB I/O for BYOD conferencing
- 1 AirMedia wireless video input
- 4 Wireless microphone
- 2 Wireless lavalier/lapel microphones
- 4 Wired XLR inputs
- 2 10' control touchpanels

A85) Items listed below are installed in the Room

- 2 HDMI inputs (for projection and conferencing video input)
- 1 USB I/O for BYOD conferencing
- 1 AirMedia wireless video input
- 4 Wireless microphone
- 2 Wireless lavalier/lapel microphones
- 4 Wired XLR inputs
- 1 10' control touch panels
- 1 7' control touch panels
- 2 VGA connections (no longer needed)
- 2 3.5" audio inputs

General Questions

Q86) Do the recently updated AirMedia devices (AM-3100-WF) provide appropriate wireless device presentation connectivity and functionality, or is a different solution required?

A86) Yes.

Q87) Are CAD drawings (in .dwg or pdf) including ground plans and elevations available for all spaces?

A87) We have some CAD drawing available; however, some spaces may need to be investigated as A/V may not have been documented.

Q88) Rooms designated as having a USB connection – is USB-C or USB-A preferred, and (if USB-C is selected) is power delivery required to charge external devices

A88) USB-C, powered delivery is not required.

Q89) Should each room's control only be available within that room or will alternate control methods be used (i.e, iPad control, master touchscreen, PC/web-based control).

A89) Each room's control should only be available within that room

Q90) Should remote management and support tools (if available) be presumed to be managed by the contractor as part of a service contract?

A90) CML is open to reviewing any additional support agreements.

Q91) What is the method/technology used for public announcement override? Will the PA system feed audio into the room systems, should the rooms mute audio when an announcement is being made, and what devices are used for the public announcement system?

A91) The PA and the loudspeakers are sperate and not integrated. They do not need to be integrated for this RFP response.

Q92) (For all spaces) Replacing the processor with a new brand, will require changing the touch panels too. Is this ok to be listed as a requirement and NOT an enhancement?

A92) If this is a requirement of your proposal, then please include it in the requirement section of your proposal.

Q93) We did not see the CEO boardroom on the tour, are there additional pictures available for this space? Where is the gear currently stored in this location?

A93) There is a PC and HDMI input located below the table. The rest of the equipment is located behind the TV.

Q94) For the enhancement option in CEO boardroom, an all in one video bar excludes the ability to use much of the existing "required" gear. How would the library like to handle this option? Will in wall speakers be abandoned, or shall they be removed, if so, who will be responsible for drywall repair?

A94) Yes, the in-wall speaker could be removed. Dry wall repair can be performed through the A/V vendor or through CML.

Q95) For Carnegie can we confirm which items in the rack(s) control this space vs which items control A1?

A95) The rack on the left side is for 1A. The rack on the right side is for Carnegie. See RFP pages 24-26. Items listed for 1A are in the left side Rack located in the Carnegie area.

Q96) There is no current equipment list for 2B, could one be provided?

A96) Items are listed below. This is located in a room next to 2B.

PART NUMBER	PART DESCRIPTION
AX104563	KeyConnect Shielded Modular Patch Panel - 24 Port, 1U
BLU-50	4 x 4 Signal processor with BLU link
SG110D-08HP	110 Series smart unmanaged 8-port gigabit PoE switch
AM-200	AirMedia presentation system 200
60-1699-14	Four Input 4K/60 Seamless Switcher with DTP2 output
MFR-1227GE	12SP27D MOBILE F RACK GE
PD-915R-PL	9OUT,15A,RKMT W/PILOT LT
RV6MJKUBK-S1	Unshielded Keystone Black
RVAMJKSME-S1	Shielded Keystone
EVID C8.2	8" Coaxial speaker PAIR with horn loaded Ti coated
29677	High speed HDMI male to male cable with gripping
RPMA000W	RPA Elite series projector mount, A series key, no
TSW-560-NC-W-S	5" Touch screen without camera, microphone, or

60-1421-13	DTP HDMI T HWP 4K 231 D - White
60-190-01	RSU 129 GRAY
LS-54-216	Listen iDSP Prime Level II stationary RF system (216
MFR-FANKIT-2	MFR DC 2FAN KIT W PWR SUP
MFR-RRK-12	MFR REAR RAIL KIT 12SP
U1	1 SP RACKSHELF 11DP
PT-VMZ60	The Panasonic PT-VMZ60 features 6000 ansi lumens

Q97) How will the Zones in the children's area be used? Does each of the zones need to be independent of each other?

A97) There should be a zone for the reading circle and a zone for the rest of the space. Additionally, the same audio should be able to play across Zones 1 and 2 simultaneously.

Q98) Rooms designated as having a "USB" connection – is this for BYOD conferencing (i.e. allowing the video and audio systems in the room to be used on a conference call on an external laptop) or other/additional functionality?

A98) USB is only in the Auditorium and used for session recording. Session recording is desired for the proposed solution.

All Proposals must be received no later than 12:00 Noon on August 27, 2025, EST.

**PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS
MEMORANDUM (ADDENDUM NO. 1 ON THE ACKNOWLEDGEMENT OF THE ADDENDA**