Audiovisual Equipment Bid

ADDENDUM NO. 1

Date: October 15, 2026

RE: Audiovisual Equipment (Hardware Only) Bid

BID DATE AND TIME: October 22, 2026, 2:45 P.M.

Location for the bid opening remains the office of the Chief Financial Officer, located at 200 West College Street, Room 125, Columbiana, Alabama, 35051

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Questions:

Q1 - Does Shelby County accept bids from authorized technology resellers that source equipment through established distributors and arrange direct shipment to the end customer, rather than maintaining physical inventory?
A1 – Yes, provided all delivery and contract requirements are met.

Q2 - The solicitation states that three current-client references may be requested. Would three separate government purchasing locations under the same agency qualify, or must references represent three different organizations?
A2 – Three separate government references will suffice provided they represent three distinct transactions or projects.

Q3 - Are out-of-state vendors eligible to participate without maintaining a physical business location in Alabama?
A3 – Yes

Q4 - For a single-member LLC with no employees, how should the E-Verify MOU requirement and Act 2023-409 compliance certificate be addressed if the company does not meet the applicable enrollment or employee thresholds?
A4 – Under these specific circumstances, these requirements do not apply and can be omitted from the submission.

Q5 - Is this an indefinite-quantity, as-needed purchasing agreement, with orders issued individually throughout the contract period?
A5 – Yes

Q6 - What are the standard payment terms following delivery and acceptance? Does Shelby County offer any advance payments, deposits, or other payment arrangements for higher-value equipment purchases?
A6 – Standard payment terms are Net 30 days following delivery. Shelby County does not offer advance payments, deposits, or alternative payment structures.

Q7 - Does Shelby County permit third-party purchase-order financing or payment arrangements involving an approved distributor or financing partner?
A7 – Shelby County requires a direct relationship with the bidding entity. The County will issue purchase orders and submit payments solely to the single vendor who submitted the bid.

Q8 - Since the contract may extend over multiple years, is there a process for requesting price adjustments if manufacturer or distributor costs increase?
A8 – No. Pricing submitted in the bid must remain firm for the initial contract term. If the County exercises its option to extend the contract for an additional term, pricing must remain fixed. If the vendor is unable to maintain pricing the bid will not be renewed and will be re-bid.

Q9 - Are vendors permitted to bid on selected individual products without submitting pricing for every item listed?
A9 – Vendors may submit bids on individual line items; however, the County reserves the right and prefers to award a single contract for all listed items.

Q10 - Are there minimum order quantities or minimum purchase amounts for individual purchase orders?
A10 – No

Q11 - What delivery timeframe is expected after issuance of a purchase order, and are manufacturer backorders or documented supply-chain delays accommodated?
A11 – Items should be delivered within 45 days. Documented manufacturer backorders or supply-chain issues will be evaluated on a case-by-case basis.

Q12 - Are shipping charges evaluated separately from product pricing, and may they vary based on the size and destination of individual orders?
A12 – Yes, shipping charges are evaluated separately. Per line 2.5 of the "Requirements" section on the last page of the bid document, all applicable shipping charges must be clearly identified in your proposal.

Q13 - Can you confirm that only a unit price is needed, not specific quantities? Can you also confirm that no installation or labor services are needed?
A13 – Only unit pricing is required. This solicitation is for equipment only. No installation or labor services are requested.

Q14 - Since the solicitation requires fixed pricing for a one-year period, could you please confirm whether the contract will be awarded to a single supplier or whether multiple awards or partial awards may be considered?
A14 – Please see the response to Question 9.

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