



Date: December 19, 2023

ADDENDUM NO: ONE

TO ALL OFFERORS:

REFERENCE: RFI No: 2024-RFI-7121223
Commodity: Office Reservation Software System
RFI Closing On: Thursday, January 11, 2024, at 2:00pm

Please note the clarifications and/or changes made to this solicitation:

1. Please see the following Questions and Answers:

Q1		How many rooms or locations are being considered for reservation, and where are the rooms?
	A1	The total number and final location of rooms are still being determined. It is anticipated that rooms will be scattered throughout the floors and buildings at both the County Office Building (McIntire & 5 th Street) locations with possible expansion to other facilities (e.g. Fire Stations).
Q2		Are they specifically meeting rooms, or possibly something else?
	A2	We are anticipating reservation needs for meeting rooms [both conference and collaboration] as well as work areas [focus rooms and open hoteling workstations].
Q3		Can you provide an example of one of the rooms that will be eligible for a reservation through this system?
	A3	For example, see attached floor plan. Green areas are existing rooms currently reservable via Outlook Calendar by the department staff. The largest is a typical conference room with a TV/camera & marker board, the smallest is a single desk available for people in an open workstation needing to have a focused conversation. The remaining is for small group discussions and collaboration and ideally is set up like a small conference room. The yellow area contains four (4) desks which are shared by a division of 8-10 people who split their time between the field, home, and office.

2. All other terms and conditions of the solicitation remain unchanged. Submittals must be received in accordance with the solicitation requirements by **2:00 PM on Thursday, January 11, 2024**. Late submittals will not be considered.
3. A **signed acknowledgement of this addendum** should be received by this office attached to your information document. Signature on this addendum does not constitute your signature on the original submittal document. The original submittal document should also be signed.

Sincerely,
Sharon Cash
Sharon Cash, VCO, VCCO
Buyer II
Phone: (434) 296-5854

Name of Firm

Signature/Title

Date

Printed Name

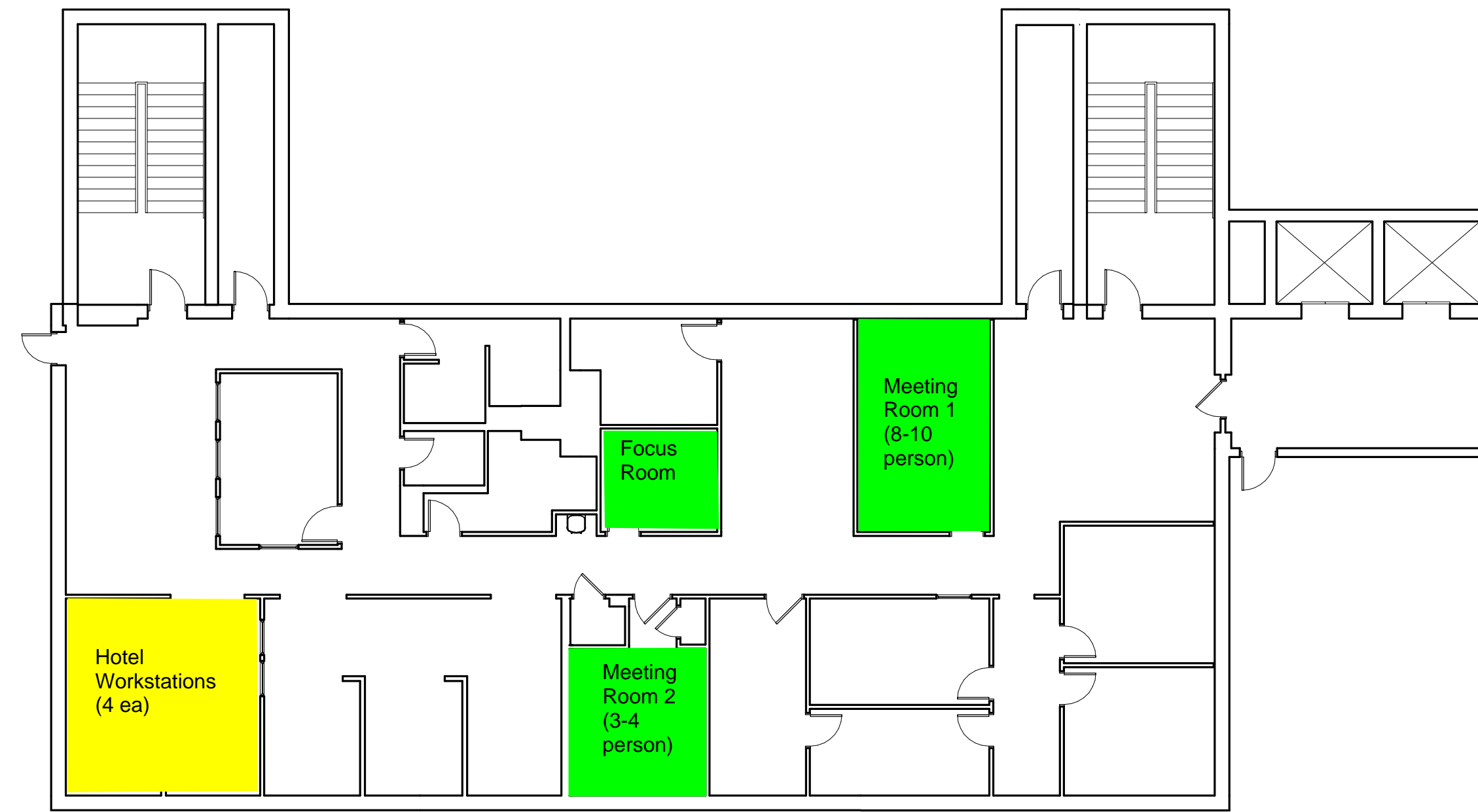
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A B C D E F G H I J

1 2 3 4 5 6 7 8 9 10

EXISTING LEVEL 4 PLAN

3/32" = 1'-0"



PROJECT NO.	593751
DATE	FEBRUARY 27, 2020
REVISIONS	
DATE	DESCRIPTION