



# PURCHASING DEPARTMENT

## COLE COUNTY COMMISSION

311 East High Street, Room 200 | Jefferson City, MO 65101  
Tel 573-634-9168 | Fax 573-634-8031  
jbryant@colecouny.org

To: All Interested Parties  
From: Jessica Bryant, Cole County Purchasing Agent  
Date: March 26, 2025  
Re: Addendum Two to Cole County Bid No. 2025-13 Audio Video Equipment Upgrade

The following information hereby becomes part of the above-referenced Request for Bid and shall be fully considered in the preparation of your response.

An optional pre-bid meeting was held on Wednesday, March 25<sup>th</sup> at the Cole County Commission Chambers located at 311 E. High Street Room 200, Jefferson City, MO. A tour of the chambers was provided, and contractor(s) were allowed to view the scope of work areas. The following topics were discussed:

- The three commission mics must have the ability to turn on and off.
- The County would like to get rid of the projector mounts on the ceiling.
- All cameras must be updated, and the positions may change of the cameras if it is better suited for the County.
- The County would like to stay with OBS. If there is a better option, it must be integrated with the hardware and have no reoccurring cost associated with it.
- The mics need to be able to pick up others who are speaking within the room and not necessarily at the table; but the County does not want any additional background noise.
- The County would like the equipment on a shelf, rack, or cabinet needed for any components; and it must be compact and presentable.
- The County must have the ability to see a presentation on the TV screen while watching a commission meeting via YouTube.

**The bid receipt date and time HAS CHANGED; submissions will be received until Thursday, April 10, 2025 @ 3:00 p.m.**

I/We have received Addendum Number Two to Bid No. 2025-13 and have fully considered the information provided in preparing a response.

---

Name of Company

---

Agent and Title

---

Authorized Signature