



Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Addendum No. 4

Issued: November 14, 2016

RFP #17-010-20

Inmate Communication & Technology Services

TO ALL PROSPECTIVE BIDDERS:

**ALL VENDORS MUST REGISTER FOR THE PRE-BID VISIT BY
2:00 PM ON THUESDAY NOVEMBER 15, 2016.**

The mandatory pre-bid site visits have been scheduled for Wednesday 16th and Thursday 17th November.

Schedule: Wednesday, November 16th

- 8:30 Introduction & kickoff meeting at 160 North Main, 2nd floor (Mayor's Conference Room).
- 9:30 Main Jail, 209 Poplar Ave, Memphis, TN 38103
- 12:30 Lunch
- 14:00 Juvenile Court, 616 Adams Avenue, Memphis, TN 38105
- 16:00 Medical Ward (if deemed necessary) – 877 Jefferson Avenue, Memphis, TN 38103

Schedule: Thursday, November 17th

- 8:30 Jail East, 6201 Haley Road, Memphis, TN 38134
- 11:30 Lunch
- 13:00 Division of Corrections, 1045 Mullins Station, Memphis, TN 38134

Notes:

- Proposers wishing to attend must register their visitor names with Purchasing Department so appropriate entry can be notified to the various facilities, and permissions gained for electronic devices to be carried.
- **No more than two persons per Proposer company.**
- Proposers are responsible for generating their own cabling plans based on the requirements at each facility. However, Shelby County will provide existing layouts and endpoint locations of phones and video-stations where available.
- Should Proposers require more time to complete their data-gathering, follow-up site visits can be arranged. The contact-name for each facility will be provided upon request.
- Proposers should use their own transport to and from each facility.
- Times are estimates only, and the schedule will be adjusted as necessary.

- Lunch will **NOT** be provided on either day.

I'll add more information as each facility plans how the site-visits will operate based on their staffing and security requirements.

Thank you all for your cooperation.

If you have any questions, please contact me via email at tosha.davenport@shelbycountyttn.gov

Sincerely,

Signed Original on File

Tosha Davenport, Procurement Specialist
Purchasing Department
Shelby County Government

