

Mandatory Pre-Proposal Walkthrough

Library Facilities – One-Day Session (12 Locations)

Date: _1/7/2026_____

Time: 8:30am_____

Primary Meeting Location: Santa Cruz Public Libraries - Downtown Branch_____

Agenda

1. Vendor Check-In & ID Verification (8:30 – 9:00 AM)

- Vendor sign-in
- Government-issued photo ID verification
- Attendance recorded for procurement and E-Rate compliance
- Late arrivals may be denied entry

2. Welcome & Compliance Overview (9:00 – 9:15 AM)

- Agency introductions
- Walkthrough purpose and format
- Public agency procurement rules
- FCC E-Rate compliance requirements
- No vendor will receive preferential information

3. Project Overview – All 12 Locations (9:15 – 9:45 AM)

- Scope of work covering all 12 library sites
- Common infrastructure standards and assumptions
- Summary of known site variations
- Review of RFP schedule and deadlines

4. Representative Site Walkthroughs (9:45 – 12:00 PM)

- Tour of 2–3 representative library locations
- MDF and pathways
- Power, grounding, and space considerations
- Sites are representative of conditions across all 12 locations

5. Questions & Clarification Process (12:00 – 12:10 PM)

- Verbal responses are not binding
- Questions must be submitted in writing
- Responses will be issued via written addendum only

6. Closing & Adjournment (12:10 – 12:15 PM)

- Final reminders and deadlines
- Confirmation of attendance requirement

Additional Notes

- Photography or recording is prohibited unless authorized.
- Access is limited to designated areas only.
- The agency reserves the right to limit attendees per vendor.