

Addendum No. 1

Jefferson County, WV – Surveillance System Modernization & AV Integration RFP

Date: December 15, 2025

This Addendum is issued to all vendors who have formally expressed interest in Jefferson County's Surveillance System Modernization & AV Integration RFP. It is intended to clarify the County's existing surveillance infrastructure and provide details regarding the scheduled walkthroughs.

Current Monitoring Software

- Jefferson County currently uses Mobotix software to monitor surveillance systems.

Camera Inventory – Old Campuses

Jefferson County's legacy campuses are equipped with a mix of cameras across judicial, administrative, and public service facilities.

- Total Cameras (Old Campuses): 185 units
- Primary Makes/Models:
 - Mobotix Q24/Q25/Q26 series (various years: 2011–2020)
 - Mobotix D15/D25 series
 - Mobotix C25/C26 series
 - Bosch models (primarily in newer retrofits, managed under Johnson Controls)

Monitoring Centers

Surveillance feeds are actively monitored at multiple locations, including:

- Bailiff stations (Magistrate and Circuit Courts)
- Tax Office
- Sheriff's Office
- Emergency Communications Center (ECC)
- Family Court and Probation offices

Walkthrough Schedule

Jefferson County will host vendor walkthroughs to allow site surveys for proposal preparation. County staff will chaperone the walkthroughs but will not provide additional commentary beyond the RFP and addenda.

Dates & Times:

- January 7, 2026 – 10:00 a.m.
 - Meet Here: Judicial Complex – 330 North George Street, Charles Town, WV 25414
 - Government Complex – 393 North Lawrence Street, Charles Town, WV 25414
 - Additional Sites (viewed on January 7):
 - St. Margaret’s Judicial Building – 110 N. George St, Charles Town, WV 25414
 - Courthouse – 100 E. Washington St, Charles Town, WV 25414
 - Old Jail Annex – 119 N. George St, Charles Town, WV 25414
 - Reininger Building – 108–112 E. Washington St, Charles Town, WV 25414
 - Moffet Building – 102–106 E. Washington St, Charles Town, WV 25414
 - Mason Building – 116 E. Washington St, Charles Town, WV 25414
 - Hunter House – 124 E. Washington St, Charles Town, WV 25414
 - Gray Building – 120 S. George St, Charles Town, WV 25414
- January 8, 2026 – 10:00 a.m.
 - Meet Here: Jefferson County Emergency Services Agency – 419 East 16th Avenue, Ranson, WV 25438
 - Fleet & Facilities Management – 128 Industrial Blvd, Kearneysville, WV 25430
 - Sheriff’s Department – 102 Industrial Blvd, Kearneysville, WV 25430
 - Emergency Communications Center – 28 Industrial Blvd, Kearneysville, WV 25430
 - Public Service Center – 1948 Wiltshire Blvd, Kearneysville, WV 25430
 - Community Center – 235 Sam Michaels Lane, Shenandoah Junction, WV 25442
 - Animal Control – 161 Poor Farm Road, Kearneysville, WV 25430
 - Animal Control (Caretaker’s House) – 192 Poor Farm Road, Kearneysville, WV 25430

Important: Please arrive on time, as walkthroughs will begin promptly at 10:00 a.m. each day.

RSVP: Vendors must confirm attendance by emailing info@jeffcowv.gov.

Caveat: Jefferson County will not reimburse or cover any costs associated with vendor participation in walkthroughs, including travel, lodging, meals, or incidental expenses. Attendance is considered part of each vendor's discovery process.

Submission of Questions

- Vendors may submit clarifying questions up to January 2, 2026.
- Any additional questions following the walkthroughs must be submitted no later than January 14, 2026.
- Responses to all submitted questions will be compiled and distributed to all participating vendors to ensure fairness and transparency.

Reminder of Key Dates

- Deadline to Submit Clarifying Questions: January 2, 2026
- Deadline to Submit Post-Walkthrough Questions: January 14, 2026
- Final Proposal Submission Deadline: January 30, 2026
- Vendor Walkthroughs: January 7–8, 2026, from 10:00 AM to 2:00 PM EST

All other terms and conditions of the RFP remain unchanged.

Issued by:
Jefferson County Commission Procurement Office
124 East Washington Street
Charles Town, WV 25414