

**BID INFORMATION LETTER 02**

To All Parties:

We are providing additional clarifications to the previously issued documents. Please incorporate into your bids and submissions will be due on:

**Tuesday, November 21, 2017, no later than 12:00 PM**

- Deliver hard copy to 96. South Grant Avenue; 1<sup>st</sup> Floor Circulation Desk
- Email Excel file to [dbrown@tcco.com](mailto:dbrown@tcco.com) and [procurement@columbuslibrary.org](mailto:procurement@columbuslibrary.org)

**SUBSTITUTION REQUEST FORMS TO BE SUBMITTED BY CLOSE OF BUSINESS 11/15/17**

Email to [dbrown@tcco.com](mailto:dbrown@tcco.com) and [procurement@columbuslibrary.org](mailto:procurement@columbuslibrary.org)

ALL Bidder's

Any documents provided via this addendum supersede any of those previously issued. Note that the color red has been utilized (as a courtesy) to indicate those items that may have been updated or are new, but we may not have captured all changes in this color.

**Documents Included in Information Letter 02**

**DRAWINGS AND SPECIFICATIONS AND MISCELLANEOUS**

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|  | Bid questions 1-9 received through 11/15/17 (1 pages) |  |
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Project Name: CML Bulk Furniture Purchase Phase 2  
 Address: 96 South Grant Av, Columbus, OH 43215

Owner: Columbus Metropolitan Library  
 17-026 Furniture Bulk Purchase Phase 2

| Question # | Initiator     | Branch   | Furniture Piece | Date Initiated | Question / Clarification Request  | Response  | Response by | Date Answered | Distributed to Bidders |
|------------|---------------|----------|-----------------|----------------|---|---|-------------|---------------|------------------------|
| 1          | Clara Brown   |          |                 | 11/10/17       | Do we need to bid all items or can we submit selective items?   | Bidders do not have to bid on every item; input "Bid Quantity" on the Excel Bid Form for items you're bidding on.   | Dave Brown  | 11/13/17      | Info Let No.1          |
| 2          | Clara Brown   |          |                 | 11/10/17       | Please confirm that all pricing must include all price increases and be held until 12/31/2020 or are we allowed to include escalator price increases by year?   | Unit Prices shall be complete and good through 12/31/20; include all price increases, freight, labor, trucking, trash removal, etc. for an "ALL in" Unit Price. | Dave Brown  | 11/13/17      | Info Let No.1          |
| 3          | Clara Brown   |          |                 | 11/10/17       | Can you send Excel version of bid form?   | Will be included with Information Letter No. 1  | Dave Brown  | 11/13/17      | Info Let No.1          |
| 4          | Clara Brown   |          |                 | 11/10/17       | Please confirm that we should use the quantities shown on the spec sheets by building?  | Include quantities included on the Bid Form; advise of any discrepancies between Spec Sheets and Bid Form.  | Dave Brown  | 11/13/17      | Info Let No.1          |
| 5          | Clara Brown   |          |                 | 11/10/17       | Will each building have a loading dock or will we have access to deliver through front doors for 1 floor building?  | Assume loading dock will not be available; all delivers through the front doors   | Dave Brown  | 11/13/17      | Info Let No.1          |
| 6          | Clara Brown   |          |                 | 11/10/17       | For the buildings with 2 floors, will we have access to elevators?  | Assume elevators will not be available; use stairs to transport furniture.  | Dave Brown  | 11/13/17      | Info Let No.1          |
| 7          | Melissa Pease | Hilliard |                 | 11/14/17       | A few spec pages are tagged "CLM TO PROVIDE", for example FLN-01-14. Are we still to provide pricing for these items?   | No. Please have the bidders ignore all pages that have the "CLM TO PROVIDE."  | Steve Magee | 11/15/17      | Info Let No.2          |
| 8          | Clara Brown   | multi    |                 | 11/14/17       | CML had issues with the Emeco chair soft glides in the past since the items were being used on carpet. Will you please find out what type of floors these chairs will be used on? They are specified in Hilliard, Dublin, and MLK Jr. branches as well as Linden and Franklinton. | For all branches; change "Emeco chair soft glides" to "Emeco chair hard glides".  | Steve Magee | 11/15/17      | Info Let No.2          |
| 9          | Clara Brown   |          | TBL-13A-14      | 11/14/17       | Please inform CML that we do not offer the grommets & smith system for the tables. This applies to TBL-13A-14 for the Hilliard branch.  | So noted.   | Steve Magee | 11/15/17      | Info Let No.2          |