MEMORANDUM

To: All Interested Vendors

From: Dan Jones
            Procurement Buyer

Date: November 8, 2021

Subject: Addendum No. 1
            ITB 21-020 – HVAC and Mechanical Preventative Maintenance
            Summary of Pre-Bid Meeting
            Corrected Appendix C – Invenotry List
            Question and Answer
            Walkthrough Schedule

Part I.

On Tuesday, November 2, 2021, at 11:00 AM the Columbus Metropolitan Library ("CML") conducted a pre-bid meeting for the ITB for HVAC and Mechanical Preventative Maintenance. The pre-bid meeting was held virtually via Microsoft Teams. CML sent the following representatives:

Chris Allen, Maintenance Supervisor
Ryan Drake, Operations Manager
Christian Fields, Lead Maintenance Technician
Tony Holloway, Lead Maintenance Technician
Dan Jones, Procourement Buyer
Edward Woda, Procurement Manager

The following companies sent representatives:

Comfort Systems USA
DeBra Kuempel
Johnson Controls
Speer Mechanical

The company representatives in attendence offered questions on the specifications. A condensed summary of the questions and answers is in Part III of this addendum.

Part II. Corrected Appendix C

The updated invenotry list can be found at https://www.columbuslibrary.org/doing-business/ under the ITB 21-020, using the link, "Appendix C."

Part III. Question and Answer

Q1: Will CML provide the replacement air filters?
A1: Yes

Q2: Where are the old filters to be disposed of?
A1: Old filters can be disposed of in CML dumpsters.

Q3: How will CML monitor the materials markup on corrective maintenance.
A3: The contractor should submit the original supplier invoice with their invoice for payment to substantiate the payment. The net cost for the item(s) plus the Contractors fixed markup should be listed on the invoice.

Part IV. Walkthrough Schedule

Thursday, November 11, 8:30 AM starting at Hilliard and moving to Main then Driving Park.

BIDDERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM (ADDENDUM NO. 1) ON THE ACKNOWLEDGEMENT OF ADDENDA FORM IN THE ITB DOCUMENTS