



Columbus Metropolitan Libraries
CML – 17-026 Bulk Furniture Purchase Phase 2
PreBid Meeting Notes - 11/09/2017

1. Welcome and Introductions
 - a. CML Team
 - b. Architect Team (Design Group, Moody Nolan and NBBJ)
 - c. Turner Construction
2. Outreach
 - a. Contractor Participation Goal – 20%
 - b. Workforce Participation Goal - 6.9% Women, 10% Minority
3. Branch Overview
 - a. Branches under renovation/construction
 - i. Dublin
 - ii. Hilliard
 - iii. Martin Luther King
 - b. Operating Branches
 - i. Franklinton
 - ii. Gahanna
 - iii. Hilltop
 - iv. Karl Road
 - v. Linden
 - vi. Livingston
 - vii. Main
 - viii. Marion Franklin
 - ix. New Albany
 - x. South High
 - xi. Southeast
 - xii. Whetstone
 - xiii. Whitehall
4. Document Availability
 - a. <http://www.columbuslibrary.org/about/doing-business>
5. Bid Manual (from invitation to bid)
 - a. Bid Manual
 - i. Table of Contents
 - ii. Invitation to Bid
 - iii. Summary of Work
 - iv. Bid Form + Attachments
 - v. Safety Program (applies to branches under renovation/construction)
 - vi. General Requirements
 - b. Drawings + Specifications
 - c. Information Letters
6. Bid Requirements
 - a. Bonds – Not required
 - b. Taxes – Tax Exempt
 - c. Wages – Prevailing Wages are **NOT** required
 - d. Insurance – See documents
7. Additional Bid Information
 - a. Bidding Schedule – **Bids due Tuesday, November 21, 2017 no later than 12:00 PM**
 - i. **Deliver BID Form and Attachments** to Main Library at 96 South Grant Avenue. Drop off at the Main Circulation Desk on the 1st Floor.
 - ii. EMAIL Excel file to Dave Brown, dbrown@tcco.com and procurement@columbuslibrary.org
 - b. Questions during bid period – send to Dave Brown: dbrown@tcco.com and procurement@columbuslibrary.org
 - c. Scope Reviews & bid breakdown form
8. General Discussion Items
 - a. A revised Substitution Request Form will be distributed with Information Letter No.1
 - b. If bidder needs a copy of the Tax Exempt Certificate, please contact Wanda Dixon (or email procurement@columbuslibrary.org)
 - c. Furniture Specifications for the Non 2020 Branch furniture will be distributed with Information Letter No. 1

- d. Bidder Diversity and Inclusion Participation Form is to be submitted with the Bid
- e. Hilliard Furniture order is anticipated to be placed by Mid December '17
- f. Review of the Excel Bid form (Revised Excel Form and Excel file will be distributed with Information Letter No.1