MEMORANDUM

To: All Interested Vendors

From: Edward Woda
      Procurement Manager

Date: January 23, 2020

Subject: Addendum No. 1
        RFP 20-004 – Supply Serials to CML
        Modification of Pre Proposal Conference Location
        Questions and Answers

Part I. Modification of Pre Proposal Conference Location

A pre-Proposal conference will be held at CML Main Library, Room 3A at 96 South Grant Avenue, Columbus, Ohio 43215 on 01/28/2020 at 10:00 AM to discuss the requirements of this RFP and answer any questions. An edited and annotated summary of the pre-proposal conference will be published in the form of an addendum to the solicitation and will be made available on the Doing Business with CML page of the Columbus Metropolitan Library website, www.columbuslibrary.org. Attendance is not mandatory, but strongly encouraged.

Part II. Questions and Answers

Q1. The serials will be distributed from a central location, would that be the 96 S. Grant Ave, Columbus, OH 73125 address?

A1. Materials are distributed from the Operations Center at 101 South Stygler Road, Gahanna, Ohio 43230, but the delivery address is COLUMBUS METRO LIB, PO BOX 182110, COLUMBUS, OH  43218.

Q2. You have several newspapers on your list and I need the number of days for each and the delivery method. Do you want them delivered via carrier or mail? I need this broken down by title.

A2. Advocate, Newark – 7 days, delivered by mail
    Akron Beacon Journal – 7 days, delivered by mail
    Barrons – weekly, delivered by mail
    Blade, Toledo – 5 days (Wed-Sun), delivered by mail
    Call and Post – weekly, delivered by mail
    Columbus Business First – weekly, delivered by mail
    Cincinnati Enquirer – 7 days, delivered by mail
Q3. Item 505 Star, you want Star magazine correct?

A3. Yes. This is correct.

Q4. For the pre-proposal conference do you have to attend in person or can we join via web conference?

A4. CML is not making arrangements for telephone or web conference services. Attendance at the meeting is non-mandatory and a summary of the content and attendees will be provided in the form of an addendum. CML will provide answers to all questions submitted in writing.