

MEMORANDUM

To: All Interested Vendors

From: Dan Jones
Procurement Buyer

Date: September 26, 2019

Subject: Addendum No. 1
ITB CML#19-020 Pressure Washing and High Window Cleaning
Summary of Pre-Bid Meeting
Questions and Answers
Modification

Part I. Summary of Pre Bid Meeting

On Thursday, September 26, 2019, at 9:00 AM the Columbus Metropolitan Library (“CML”) conducted a pre-bid meeting for the ITB for Pressure Washing and High Window Cleaning. The pre-bid meeting was held at the CML Main Library. CML sent the following representatives:

Ryan Drake, Operations Manager
Brien Oliver, Custodial Supervisor
Dan Jones, Procurement Buyer
Edward Woda, Procurement Manager

The following companies sent representatives:

Clean Windows of Columbus
Contract Sweepers
P3 Power Washing

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

Part II. Questions and Answers

- Q1: What is the expectation for graffiti removal with regard to types of chemicals that can be used?
A1: In the Scope of Work, Sections G and H, CML outlines the chemicals and equipment that can be used for regularly scheduled cleaning. Please see modification #1 below.
- Q2: Can cleaning be done at night?
A2: Yes, however, some of our facilities are located in residential areas with noise ordinances in place that may prevent night work. CML recommends that contractors conduct their services

prior to or during regular business hours. However, CML and Contractor will establish a mutually agreeable schedule for all services at all locations.

Q3: Has CML considered sealing the concrete to minimize risk for damage?

A3: Yes. However, CML has anecdotally observed that with the amount of foot traffic at our locations, sealed and unsealed concrete have performed the same.

Q4: How should new concrete be cleaned?

A4: Special consideration should be taken when cleaning new concrete. CML reserves the right to modify the quantity of services at any/all locations to account for new concrete. Ultimately CML and the Contractor will jointly establish the type and frequency of services at locations with new concrete.

Q5: Are all walkways concrete? Are there any pavers? Does cleaning include resealing?

A5: The CML New Albany Branch has pavers installed at the building. The Contractor should take care to adjust the PSI level to avoid damage to the pavers, sand, and sealant on the pavers. The Contractor shall not be responsible for maintaining or reinstalling sealant at this location as part of the Contract.

Part III. Modification

Modification #1

The following is a modification to the Scope of Work, Section H, which adds "4." below:

4. CML may waive these prohibitions on case by case basis. The Contractor shall contact the CML Authorized Representative in writing and provide a justification, including a brief description of the item requiring otherwise prohibited materials, including pictures if possible. CML review the request and provide written direction on the use of these materials based upon the situation. The Contractor shall retain the CML determination for their records.

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