MEMORANDUM

To: All Interested Vendors

From: Wanda Dixon, Procurement Analyst

Date: December 9, 2022

Subject: Addendum No. 1
    RFP 22-039 & 22-040
    Summary of Pre-Proposal Conference

Part 1. Summary

On Wednesday, December 7, 2022 at 10:00 am, the Columbus Metropolitan Library conducted a pre-proposal conference for the Security Camera and Access Control: Lockdown/Panic Button maintenance. The library sent the following representatives:

Tim Brant, Directory of Security
Wanda Dixon, Procurement Analyst
Jaleesa Lee, Administrative Assistant for Security

The following companies sent representatives:

Midwest Security
Security 101
Xtek Partners

Part 2. Questions and Answers

Q1. Is this RFP for labor only for break/fix?
A1. We are looking for a company that can provide parts and labor. Focus is on hourly rate for labor and trip charge.

Q2. RFP mentions cost+ for hardware. Please clarify.
A2. If equipment needs to be replaced, CML is requiring company obtains three (3) quotes for the library to review prior to purchasing the equipment.

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