MEMORANDUM

To: All Interested Vendors

From: Wanda Dixon
Procurement Analyst

Date: December 19, 2023

Subject: Addendum No. 1
ITB 23-027 – Book Festival Rental and Services
Summary of Pre-Bid Meeting
Question and Answer
Additions and Modifications

Part I. Summary

On Monday, December 18, 2023, at 11:00 am, the Columbus Metropolitan Library (“the library”) conducted a Pre-Bid meeting for the Book Festival Rental and Services Project. The meeting was held online via Microsoft Teams. The library sent the following representatives:

Mikalene Guiser, Event Manager
Wanda Dixon, Procurement Analyst

The following companies sent representatives:

ACC Party Rental
Lasting Impressions
O’Neil Tents

Part II. Question and Answer

Q1. What tent needs to be removed on Sunday night?
A1: The Big Book Sale tent on Kaufman Plaza. This is the only tent that will be anchored with water barrels (and a few built in anchor points on the hard surface plaza).

Q2. Do the 10’ x 10’ tents need to be 8’ high peak?
A2. No, but needs to be comparable.

Q3. Is driving allowed within Topiary Park?
A3. The city does not allow driving vehicles within the park. Equipment needs to be carted in and small moving equipment needs to have turf tires. There are three entry points to Topiary Park where rental trucks can be parked (off of Washington Ave, on Library Park North, and in Cristo Rey’s parking lot).

Q4. Do exit signs have to be vinyl or can they be electric powered?
A4. The BZA permit allows vinyl or flat unlit exit signs. Power supply will be limited in the tents.

Q5. Explain the author stage dimensions, lighting and chairs.
A5. Stage is 12" high x 12' deep x 20' wide. A small step (or graded platform) is needed. Four high back chairs of any variety are used, along with two 30" tall, 30" diameter café tables. A small lighting package with two can uplights are used in each of the 40'x40' author tents.

Q6. Does the deck flooring cover the entire Indie Author Alley tent?
A6. Yes.

Q7. Are the white folding chairs padded or metal frame?
A7. Metal frame

Q8. Is the linen for the Big Book Sale supposed to be floor length for the 8’ tables?
A8. Yes, the linen should be floor length, 90”x156”. The 8’ tables in the indoor Festival Bookstore should be 90”x132”

Q9. Do the 10x10 tents need to be flapped each night? This will add more labor hours.
A9. Quote for the equipment you have. If your sidewalls are curtain or rolling and can be managed by the exhibitors, they will only need to be added once when they are set up. If your tents are 8’ or have sidewalls that do not roll up or slide open, they will need to be manually opened on Sunday morning. Most exhibitors kept 3 sidewalls up the duration of the festival (with just the front open), though some wanted 3 sides removed and wanted only the backwall up.

Q10. Does the picket fence need to be white?
A10. Any color of fencing will work.

Q11. For the food court, what size are the cabaret tables and what is the fitted cover?
A11. Quote for 30” diameter tables that are 30” tall and 42” tall. We may use a mix of both. The fitted cover should be a plastic fitted cover that fit over just the table top. This is not linen.
Q12. What does Additional Truck mean?
A12. If you charge for the use of more than one truck for delivery, add it to the estimate.

Part III. Additions and Modifications

1. A Topiary Park layout of the Festival Marketplace can be found in a separate PDF on the “Doing Business with Us” website. Additional photos of the 2023 event can be found online: https://www.flickr.com/photos/198839897@N05/albums/72177720310150657

2. On page three (3) of the ITB, the event schedule lists 2023 as the year in which the event is taking place. All months and days are accurate, but the year should be 2024.

3. On page five (5) and page sixteen (16) of the ITB, the bid price form states a quantity of (20) 30” high top tables. The quote should include itemized prices for 30” diameter cabaret tables at both 30” and 42” heights.

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