

## MEMORANDUM

To: All Interested Vendors

From: Brad Kamlet  
Procurement Compliance Specialist

Date: September 25, 2024

Subject: Addendum No. 1  
ITB 24-023 Pressure Washing, High Window, and Security Camera Cleaning ITB

Summary of Pre-Bid Meeting  
Questions and Answers

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### Part I. Summary of Pre-Bid Meeting

On Friday, September 13, 2024 at 11:00 a.m., the Columbus Metropolitan Library (“the library”) conducted a Pre-Bid meeting for ITB CML #24-023 Pressure Washing, High Window, and Security Camera Cleaning. The meeting was held onsite at the Columbus Metropolitan Library Main location.

#### **CML representatives:**

*Mona Malwakar, Procurement Manager*  
*Brad Kamlet, Procurement Compliance Specialist*  
*Nicholas Smith, Procurement Buyer*  
*Ryan Drake, Operations Manager*

#### **The following companies sent representatives:**

High Access LLC/Central Window Cleaning  
*City Wide*  
*Clean Windows of Columbus*

### Part II. Questions and Answers

**Q1.** Window corners seem to need attention. Can they be white pad cleaned?

**A1.** Yes, they can.

**Q2.** Are tie offs available?

**A2.** Only at the Dublin location.

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**All Bids must be received no later than 12:00 Noon on October 1, 2024, EST.**  
**Bids ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM**  
**(ADDENDUM NO. 1 ON THE ACKNOWLEDGEMENT OF THE ADDENDA FORM IN THE ITB**  
**DOCUMENTS**