

MEMORANDUM

To: All Interested Vendors

From: Brad Kamlet
Procurement Compliance Specialist

Date: February 21, 2025

Subject: Addendum No. 1
RFP 25-007 – Aquariums Purchase, Installation, and Setup for Barnett, Linden
and Canal Winchester Branches

Summary of Pre-Proposal Meeting
Questions and Answers

Part I. Summary of Pre-Proposal Meeting

On Tuesday, February 11, 2025 at 10:30 a.m., the Columbus Metropolitan Library (“the library”) conducted a Pre-proposal meeting for the RFP 25-007 **Aquariums Purchase, Installation, and Setup for Barnett, Linden and Canal Winchester Branches**. The meeting was held online via Microsoft Teams. The library sent the following representatives:

Brad Kamlet, Procurement Compliance Specialist
Nicholas Smith, Procurement Buyer
Fred Brock, Senior Project Manager
Matt Brown, Senior Project Manager

The following company sent a representative:

Aquarium Adventure

Part II. Questions and Answers

Q1) Do you have a preference, acrylic or glass for the material used on the aquariums?

A1) Acrylic based on overall height and safety requirements.

Q2) Is the millwork provider going to be responsible for carrying the weight of the aquariums, meaning are they is the aquarium is going to sit totally on millwork, or do you want the aquarium provider to provide an unfinished support stand that they just wrap?

A2) Millworker’s scope includes the base upon which the aquarium will sit. Once an aquarium vendor is selected, CML will connect the bidder with the millwork to ensure all requirements are met.

Q3) Have you provided for water supply or drains at the locations of these aquariums?

A3) There will be a floor drain located within the aquarium enclosure (directly below the tank) but no water source. Water supply will come from a nearby spigot, reasonably close to the enclosure.

All Proposals must be received no later than 12:00 Noon on February 28, 2025, EST.

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