

## **MEMORANDUM**

To: All Interested Vendors

From: Procurement Department,  
Columbus Metropolitan Library

Date: April 24, 2025

Subject: Addendum No.2 – CML 25-008 Bulk Signage for 4 Branches  
Questions and Answers

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### **Part 1. Questions and Answers**

**Q1.** Has the 4”h x 6”w Courtesy Phone solution been used at other branches?

**A1.** Courtesy phone was previously a CML provided item and is now being included in the sign packages for new branches. The attached photo is not exact since CML has removed the header and footer.

**Q2.** Has the 5.6”h x 8.5”w Hearing Assistance Available sign been used at other branches? If so, can a photo be provided?

**A2.** Hearing Assistance was previously a CML provided item and is now being included in the sign packages for the new branches that have the hearing assisting capabilities. The attached photo is not exact since CML is going with a new system with these new branches.

**Q3.** For the 6”h letters hanging from the horizontal bar has this solution been done previously at another branch? If so, can a photo be provided?

**A3.** This is a new sign for CML and has not been used in any branch.

**Q4.** Are both the Code of Conduct and Public Records signs white with black (only) copy?

**A4.** These 2 signs are white and black only.

**Q5.** Pertaining to the 4” silver stripes:

A. Are the stripes limited to a single stripe per room:

B. The floor plans provided for the Linden Branch Quiet Room - do not show glass walls, only a glass door. Is the strip limited to the door?

C. For the Linden Branch School Help Center – is the stripes limited to the glass wall and neither entry door?

D. At the Linden Branch – what are the overall widths for Quiet Room (if) and School Help Center, or can a dimensioned architectural floor plan be provided to use for sizing?

E. At the Barnett Branch, what are the overall widths for the Quiet Room and School Help Center, or can a dimensioned architectural floor plan be provided to use for sizing?

- F. At the Canal Winchester Branch, what are the overall widths for the Quiet Room and Multipurpose, or can dimensioned architectural floor be provided?
- G. At the Canal Winchester Branch Multipurpose, should the vinyl be included on both sliding doors as well as the glass wall on the periodicals side of the space?
- H. At the Marion Franklin Branch School Help Center, what is the width of each of the 4 sections of glass, or can a dimensioned architectural floor plan be provided?
- A5.A.** Single stripe per room. The stripe may be broken and not continuous because of multi pieces of glass that create the wall.
- B. The wall to the south of the entrance door is glass. It is 16ft.
- C. Correct. The stripe is limited to the glass wall between the doors and does not include the doors.
- D. The Quiet Room glass wall is 16ft. The School Help Center glass wall is approximately 15ft.
- E. The Quiet Room glass walls are 13ft. 3 inches for the left and right glass walls. The School Help /center glass wall is 10ft.
- F. The Quiet Room glass is split; 4ft. for one side and 8ft for other side of the entrance door. The multipurpose glass is split; 5ft. for one side and 12ft. on the other side of the entrance doors.
- G. The sliding doors do not need vinyl.
- H. The glass wall, not broken down by the 4 sections, is approximately 16ft. 6 inches.
- Q6.** Do any of the branches have glass mount signs that require a backer on the flip side of the glass to hide the tape?
- A6.** Linden – Exit sign at sliding door entrance; Barnett – Exit sign at sliding door entrance, exit in corridor 100; Marion Franklin – Exit sign at sliding door entrance, Exit in Children's, Exit in Collections, Exit in Meeting Room, Exit in Multipurpose, Exit in Periodicals.
- Q7.** Barnett Branch – what is the range of numbers for the 3”h PC numbers (the other 3 branches have 1-20)?
- A7.** Barnett will have 1-20 as well.
- Q8.** Barnett Branch 6”GAME ROOM – a 6”h letter will require a wider width than 19”. Is the 6”h correct and/or is there a maximum width that the letters should not exceed?
- A8.** The GAME ROOM sign is vertical on the glass and not horizontal.
- Q9.** Barnett Branch Book Drop – what solution is needed for this?
- A9.** 9 ¼” White Sintra w/Dark Gray Vinyl Tape mounted; font is Gotham 5.6” x 8.5”
- Q10.** Is the No Smoking solution a decal or sign?
- A10.** Sign
- Q11.** Is the No Smoking solution also needed at the Linden Branch?
- A11.** It is not needed at the Linden Branch.

**All Proposals must be received no later than 12:00 Noon on April 30, 2025.**

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**PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS  
MEMORANDUM (ADDENDUM NO. 2) ON THE ACKNOWLEDGEMENT OF THE ADDENDA  
FORM IN THE RFP DOCUMENTS**