

## MEMORANDUM

To: All Interested Vendors

From: Procurement Department

Date: April 30, 2025

Subject: Addendum No. 1  
RFP 25-012 – Membrane Flashing Replacement – CML 25-014  
Summary of Pre-Proposal Meeting  
Questions and Answers

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

On Monday, April 21, 2025 at 9:30 am, the Columbus Metropolitan Library (“the library”) conducted a Pre-proposal meeting for the RFP 25-012 **Membrane Flashing Replacement and CML 25-014**. The meeting was held at the Main Library, 96 South Grant Avenue, Columbus, Ohio. The library sent the following representatives:

*Andrew Kistler, Director Property Management*  
*Wanda Dixon, Procurement Analyst*

The following companies sent representatives:

*JB Roofing, Tecta American*  
*Pro Roofing Solutions*

### Part II. Questions and Answers

The following questions were submitted during the inquiry period:

**Q1)** What distance up the copper gutter/panel do they want coated?

**A1)** See RFP CML 25-014 for information and requirements of the fluid supplied gutter liner.

**Q2)** What areas specifically do they want the EPDM flashing replaced and does this include the horizontal surfaces (both above and below)?

**A2)** All EPDM sections, including the top, side and bottom planes for the full length.



**Q3)** What is underneath the EPDM currently on the horizontal surface? Is it lining the copper gutter directly or is there some type of coverboard /insulation?

**A3)** On the top and side of the planes there is a hard board behind the membrane. There is no documentation on exactly what the material is. On the bottom plane the EPDM appears to be installed directly over the copper gutter with no backing.

**Q4)** In the plans you outlined the entire front of the building, but in the scope of work you are just requesting work to be done on the east side of the center part of the outline, just want to make sure we are not being asked to quote the outer two parts of the building,

**A4)** Just the east side of the center part.

**Q5)** Are you looking for fully adhered or mechanically fastened for the membranes or is left up to the Contractor?

**A5)** Decision left to the Contractor.

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**Q6)** What is the best way to get the membrane on the roof? Looking at the project logistically, not many easy ways, so where would a dumpster be placed and where can we set up a crane to get product on the roof?

**A6)** Crane access can be coordinated from Library Park North. Must maintain parking garage access from 9<sup>th</sup> Street during crane activities. Dumpster can be placed on the lower portion of the dock ramp outside. Materials will have to be carried to it.

**Access doors through mechanical space to roof sections:**

**Northside**



**Southside**



**All Proposals must be received no later than 12:00 Noon on May 6, 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).**