

MEMORANDUM

To: All Interested Vendors

From: Procurement Department
Columbus Metropolitan Library

Date: September 16, 2025

Subject: Addendum No. 1
ITB 25-018 MERV Filters for CML HVAC Equipment

Summary of Pre-Bid Meeting
Questions and Answers

Part I. Summary of Pre-Bid Meeting

On Monday, September 8, 2025, at 10:00 a.m., The Columbus Metropolitan Library (“the Library”) conducted a Pre-Bid meeting for the ITB 25-018 MERV Filters for CML HVAC Equipment. The meeting was held virtually on the Microsoft Teams platform. The Library sent the following representatives:

Ryan Drake, Operations Manager
Mona Mawalkar, Procurement Manager
Nicholas Smith, Procurement Buyer

The following companies sent representatives:

All Ohio Air Filter
Filterbuy
FSI Filtration
Ketchum and Walton
Troy Filters

Part II. Questions and Answers

Q1. Is the delivery charge built into the cost of each filter? I do not see a place to put a delivery charge on the Bid Price Form.

A1. Yes, the delivery charge needs to be built into the cost of each filter.

Q2. Would the Library like test reports to verify that specifications are met?

A2. The Library will like test reports and white sheet data for your filters, if available.

Q3. Do we just automatically deliver the filters each quarter?

A3. Once the contract is signed with the winning bidder, delivery dates and times will be scheduled. It is preferred that all filters be delivered close to the same date at the 23 locations. There are occasions where additional filters may be needed. The cost for these filters would be in addition to your rate on Appendix A - Bid Price Form.

Q4. The bid documents state that the Hilliard Branch boiler filters are required to be MERV 5 and also that bidders may not propose alternates without also quoting the specified items. Many pleated filters, including the ones we manufacture, have a minimum rating of MERV 8. We are able to access additional product lines for most items. Should MERV 5 filters be pleated or should they be fiberglass/polyester panels? If pleated, please verify whether bidders may propose a higher MERV rating.

A4. Only MERV 5 polyester filters are allowed to be used in these boilers.

Q5. Are the disposable filters MERV8 a Pleated Filter?

A5. Yes, these are pleated filters.

Q6. Are the disposable filters MERV13 a Pleated Filter?

A6. Yes, these are pleated filters.

Q7. Are the disposable filters MERV13 with 4in depth a pleated filter or mini-pleat?

A7. They are pleated filters.

Q8. Are the disposable filters MERV5 a pad filter or a ply disposable? If they are not any of these filters, can you please provide us with the filter type?

A8. They are ply disposable filters.

Q9. Is this bid for supply, installation, or services? If yes, can the vendor bid to supply the product without providing the installation/services?

A9. Per the specifications in the ITB, this solicitation is only to supply the filters.

Q10. Can the vendor follow up with the questions that weren't answered or ask more questions for the answers that were unclear after the deadline has passed?

A10. To ensure fairness to all vendors and in alignment with best practices in procurement, we are only able to respond to questions submitted before the official deadline.

Q11. Do you accept the full case?

A11. Per the specifications in the ITB, only the exact amount is allowed to be delivered.

Q12. Are the measurements actual filter dimensions or nominal dimensions?

A12. Please see bid documents that provide accurate dimensions.

Q13. Which sizes of the price list are actual sizes?

A13. All of the sizes in column E of the Bid Price Form are the actual sizes.

Q14. Will this be awarded to more than one bidder?

A14. Depending on the proposals received, CML may award the contract to multiple vendors.

Q15. Who is the current contractor?

A15. Ketchum and Walton is the current contractor.

Q16. When was the current contractor awarded the contract? Can you please provide us with a copy of the current contract?

A16. The current contract was awarded three years ago and the standard contract has since undergone significant updates. The revised terms and conditions are reflected in the ITB document provided on the Doing Business with Us website at:

<https://www.columbuslibrary.org/doing-business/>

Q17. There are a variety of items that do not have a quantity listed, should bidders quote those filters?

A17. Please review Appendix A - Bid Price Form. All line items have quantities listed.

Q18. In the past 12 months, how many shipments have been received?

A18. We have received more than 90 shipments.

Q19. Last year, how many invoices did you have?

A19. Per the specifications listed in the ITB, the vendor should invoice us quarterly.

Q20. What was the contract amount spent last year?

A20. The amount on this contract has changed depending on the current building and construction schedule.

Q21. What was the total final bid for the previous winning bidder?

A21. Since the previous execution of the contract, both the number of buildings and the filter specifications have undergone significant changes. The contract can be obtained by sending a public records request to procurement@columbuslibrary.org.

Q22. What is the expected number of shipments per year for each location?

A22. As provided in the ITB, there are four shipments per location per year.

Q23. How many different "ship to" locations are required? If multiple ship-to locations are required, please provide a list of each "Ship To" location address.

A23. There are 23 ship-to locations which are all in Franklin County, Ohio. All current addresses are provided in Appendix A – Bid Price Form. Updated addresses can be found at our website:

<https://www.columbuslibrary.org/library-locations/> .

Q24. Can the vendor offer you two price sheets, one with the freight fee and one without?

A24. Please provide one Bid Price Form inclusive of the freight fees.

Q25. Can freight be charged on a per-shipment basis?

A25. Freight needs to be included in the cost of the filters.

Q26. Can freight terms be prepaid and added to the invoice?

A26. We request that Appendix A - Bid Price Form be completed as provided.

Q27. Can a standard (UPS/ or FedEx) delivery charge be added to invoices for each order?

A27. We request that Appendix A - Bid Price form be completed as provided.

Q28. Do you have a warehouse for the delivery?

A28. Delivery needs to be made at each location individually per information provided in Appendix A – Bid Price Form.

Q29. Is a lift-gate or forklift required for delivery?

A29. A lift-gate or forklift are not required for delivery.

Q30. Is a pallet required for delivery?

A30. A pallet is not required for delivery.

Q31. Do you have a dock for delivery?

A31. Not all locations have a dock for delivery.

Q32. Is an appointment required for delivery?

A32. Please refer to Question 3 as this question is requesting similar information.

Q33. Do you need an inside delivery?

A33. Yes, inside delivery is needed.

Q34. Is this for supply only or installation services as well?

A34. Please refer to Question 9 as this question is requesting similar information.

Q35. Can you please provide us with a list of delivery addresses?

A35. Please refer to Question 23 as this question is requesting similar information.

Q36. Will the department provide a separate line item for freight?

A36. No, freight charges are to be included in the filter cost.

Q37. Are the samples required at the time of the bid? If yes, where and when will samples be needed? Is there a particular size for each type?

A37. Samples are not required at the time of the bid.

Q38. What frequency would these filters be purchased?

A38. The filters need to be shipped on a quarterly basis per the Bid documents.

Q39. Can the vendor provide you with filters from different brands that meet the same specifications?

A39. Yes, the vendor may provide us with different brands of filters as long as the specifications are met.

Q40. What is the initial term of the contract? Are there any option years? If so, how many years?

A40. The initial term of the contract is three years with two optional two one-year extensions.

Q41. Do you have central warehousing where you can accept a full trailer of air filters at one time?

A41. Please refer to Question 28 as this question is requesting similar information.

Q42. Is there a desired page limit for the proposal submission?

A42. Please follow the Bid documents as to what to include in your bid packet.

Q43. When is the first PO usually requested after you announce the award?

A43. The purchase order will be issued at the commencement of the contract. Contract term is listed in the ITB.

Q44. Is the submission on your website or in hard copy via mail? If it is via mail, how many copies are required with the original copy?

A44. All bids must be e-mailed to procurement@columbuslibrary.org per the Bid documents.

Q45. Can you please provide us with the billing address, phone # and email address of the account payable?

A45. This will be provided at time of contract signing.

Q46. Is a bid bond, performance bond, or payment bond required? If yes, by how much?

A46. A bid bond, performance bond or payment bond are not required.

Q47. Does this bid require a more thorough written narrative or proposal outside of the forms provided?

A47. Please follow the Bid Requirements section of the Bid documents.

Q48. If my firm is certified as SBE, does my firm need to have a M/WBEs or SDVOBs subcontractor?

A48. If your firm is SBE certified, your subcontractors do not need to have M/WBEs or SDVOBs.

Q49. Is this bid set aside for M/WBEs or SDVOBs? Or are there any goals if we have M/WBEs or SDVOBs subcontractors?

A49. We welcome SEBE vendors to bid on this solicitation; however, this bid is not set aside for Minority businesses.

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