

## **MEMORANDUM**

To: All Interested Vendors

From: Procurement Department  
Columbus Metropolitan Library

Date: February 13, 2026

Subject: Addendum No. 1  
RFP 26-001 Snow Removal Services

Summary of Pre-Proposal Meeting  
Amended Appendix B: Price Proposal Form

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

The Columbus Metropolitan Library (“the library” or “CML”) conducted a Pre-Proposal meeting for on Thursday, February 12, 2026, at 11:00 a.m.,

The meeting was held virtually on the Microsoft Teams. CML Staff in attendance:

- Mona Mawalkar, Procurement Manager
- Nicholas Smith, Procurement Buyer
- Ryan Drake, Operations Manager
- Brien Oliver, Custodial Supervisor
- Lora Blackburn, Operations Specialist
- Joe Partin, Maintenance Technician II

Representatives from the following companies were in attendance:

- New Leaf Landscaping, LLC
- Trippier Landscape Service
- Yardmaster of Columbus, Inc.

### **Part II. Amended Appendix B: Price Proposal Form**

Appendix B: Price Proposal Form has been amended. The “Hourly Rate” columns in the Additional Services tab have been divided into two columns, one for plow rate and one for hand rate snow removal. The amended Price Proposal Form must be submitted with the proposal.



Please send all questions to [procurement@columbuslibrary.org](mailto:procurement@columbuslibrary.org) by 5:00 pm on February 23, 2026. Responses will be issued as an addendum on or before 5:00 pm on February 25, 2026. This addendum will also include any questions and answers that were discussed during the pre-proposal meeting.

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**All Proposals must be received no later than 12:00 Noon on March 5, 2026, ET. via email to [procurement@columbuslibrary.org](mailto:procurement@columbuslibrary.org)**

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