

## MEMORANDUM

To: All Interested Vendors

From: Procurement Department  
Columbus Metropolitan Library

Date: February 25, 2026

Subject: Addendum No. 2  
RFP 26-001 Snow Removal Services

Questions and Answers

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### Questions and Answers

- Q1. On the Additional Services tab of the Price Proposal Form, there is a column titled “Hourly Rate for Snow Removal Outside of Snow Incident Period.” Is this for hand removal or for plow removal? Our plow removal rate is different than our hand removal rate.
- A1. The Additional Services tab of the Price Proposal Form has been amended. The “Hourly Rate” column has been separated into two columns, one for plow rate and one for hand rate snow removal. The amended Price Proposal Form must be submitted with your proposal.
- Q2. Does the bidder have to bid on all locations or can they choose to only bid on select regions?
- A2. A contractor may bid on any or all Regions but no single contractor will be awarded more than two Regions. If submitting a Proposal for more than one Region, the Contractor must indicate the priority order in which they would like to have the Regions awarded on the Summary tab of the Price Proposal Form.
- Q3. Are you able to share any high-level budget guidance or historical annual spend for snow removal services?
- A3. Please review the RFP document to ensure you understand all requirements and complete the Price Proposal Form with pricing that aligns with your costs while keeping in mind that this is a competitive procurement process.

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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. 2) ON THE ACKNOWLEDGEMENT OF ADDENDA FORM IN THE RFP DOCUMENTS**