

MEMORANDUM

To: All Interested Vendors

From: Procurement Department

Date: March 23, 2026

Subject: Addendum No. 1
ITB 26-003 Carpet Cleaning Services

Summary of Pre-Bid Meeting
Questions and Answers

Part I. Summary of Pre-Bid Meeting

The Columbus Metropolitan Library (“the Library” or “CML”) conducted a Pre-Bid meeting for ITB 26-003 Carpet Cleaning Services on Tuesday, March 10, 2026, at 10:00 a.m.

The meeting was held at the Main Library, 96 S. Grant Avenue, Columbus, Ohio. CML Staff in attendance:

- Wanda Dixon, Procurement Analyst
- Nicholas Smith, Procurement Buyer
- Ryan Drake, Operations Manager
- Brien Oliver, Custodial Supervisor

Representatives from the following companies were in attendance:

- Legacy Maintenance Services
- Signature Carpet & Floor Care

Part II. Questions and Answers

- Q1. Are most of the chairs in the library buildings made of plastic?
- A1. Most of the chairs are made of aluminum or have metal tips. Chairs in the children’s areas are typically made of plastic. Chairs are not to be put on top of tables while cleaning the carpets.
- Q2. Will the contracted company be used to replace carpet tiles that have stains that will not come out?
- A2. Carpet tile replacement is handled by our in-house maintenance department.

- Q3. Do bidders need to have a history of doing business specifically with libraries?
A3. Bidders should have experience handling one account with multiple sites.
- Q4. Do bids need to be delivered by hand?
A4. Bids must be emailed to procurement@columbuslibrary.org no later than 12:00 p.m. (noon) on March 30, 2026.
- Q5. Is this contract utilized to clean up small floods caused by a toilet that overflowed for example?
A5. Small issues like this are handled by our in-house team.
- Q6. Is there a standard type of carpet that has been installed in all of your locations?
A6. Every location has carpet tiles but there is no standard type of carpet tile.
- Q7. Are there any “hot points” that we should be made aware of?
A7. All children’s areas, public computer areas and meeting rooms are high traffic areas.
- Q8. Have there been issues with things being taped on the floors?
A8. Anything taped to floor can and should be removed for cleaning.
- Q9. Are library customers allowed to bring outside food and beverage?
A9. Library customers are allowed to bring in food and beverages.
- Q10. Are service animals allowed in the library buildings?
A10. Service animals are permitted in library buildings.
- Q11. Does the contractor need to call the branch managers to let them know when we are coming out?
A11. The branch managers are given the carpet cleaning schedule to make them aware of when the cleaners will be in their buildings. There is no need for the contractor to contact them.
- Q12. Do the computer carousels need to be moved to clean the carpet under them.
A12. The computer carousels are to remain in place. Moving them could damage the surrounding carpet tiles.
- Q13. Will CML be putting an unlocked pricing spreadsheet on the website? The one I checked a moment ago is still locked or password protected.
A13. Please download the Excel file and read the information on the “Instructions” tab. You can enter the numbers on the “Contractor” tab, and the spreadsheet will populate itself based on the per-square-foot cost.

All Bids must be received no later than 12:00 Noon on March 30, 2026, ET.

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