

MEMORANDUM

To: All Interested Vendors

From: Brad Kamlet
Procurement Compliance Specialist

Date: August 22, 2024

Subject: Addendum No. 2
RFP 24-020 Elevator Service and Preventative Maintenance – Various Branches

Summary of Pre-Proposal Meeting
Questions and Answers
Modifications

Part I. Summary of Pre-Proposal Meeting

On Thursday, August 15, 2024 at 11:30 a.m., the Columbus Metropolitan Library (“the library”) conducted a Pre-proposal meeting for the RFP 24-020 Elevator Service and Preventative Maintenance – Various Branches. The meeting was held online via Microsoft Teams. The library sent the following representatives:

Mona Malwakar, Procurement Manager
Brad Kamlet, Procurement Compliance Specialist
Ryan Drake, Operations Manager

The following companies sent representatives:

KONE Elevators & Escalators of Columbus
Midwest Elevator Company
Elevated
TK Elevator (Thyssen Krupp Elevator)

Part II. Questions and Answers

Q1. As far as site visits are concerned, is there a process for that?

A1. Please email procurement@columbuslibrary.org if you want to schedule site visits to take a look at any elevators. CML also published Addendum 1 providing a walkthrough time with our maintenance team.

Part III. Modifications

1) Please see the Updated Price Proposal form titled “Updated Price Form” and use it in your proposal submission.

2) On page 12 of the RFP under “**PROPOSAL SUBMITTAL**” the following language that is highlighted in yellow has been added. Please submit proposals and mark them accordingly.

Technical Proposal package must be clearly marked as follows:

“**CML #24-020 Elevator Service and Preventative Maintenance – Technical Proposal**”

IMPORTANT: Technical Proposals must not contain cost or pricing information.

Cost Proposal package must be clearly marked as follows:

“**CML #24-020 Elevator Service and Preventative Maintenance – Cost Proposal**”

IMPORTANT: Technical Proposals must not contain cost or pricing information.

3) Also on page 12 of the RFP under “**PROPOSAL SUBMITTAL**” (1st Paragraph – second sentence) there is the following language: “or in separate sealed envelopes.” Please note that reference to separate sealed envelopes shall be deleted. The correct method for submitting the separate Technical and Cost Proposals is only via separate email attachments to procurement@columbuslibrary.org.

4) Beginning on page 18 and continuing to page 19 of the RFP under “**Contract Award**” the agreement date has been corrected to January 1, 2025.

All Proposals must be received no later than 12:00 Noon on August 29, 2024, EST.

PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM (ADDENDUM NO. 2 ON THE ACKNOWLEDGEMENT OF THE ADDENDA FORM IN THE RFP DOCUMENTS