

MEMORANDUM

To: All Interested Vendors

From: Dan Jones
Procurement Buyer

Date: March 25, 2021

Subject: Addendum No. 1
HVAC Replacement - Hilliard Branch
Summary of Pre-Bid Meeting
Questions and Answers
Walkthrough Schedule

Part I. Summary of Pre Bid Meeting

On Thursday, March 25, 2021, at 9:30 AM the Columbus Metropolitan Library (“CML”) conducted a pre-bid meeting for the RFP for HVAC Replacement - Hilliard Branch. The pre-bid meeting was held virtually via Microsoft Teams. CML sent the following representatives:

Ryan Drake, Operations Manager
Christian Fields, Lead Maintenance Technician
Dan Jones, Procurement Buyer
Edward Woda, Procurement Manager

The following companies sent representatives:

DeBra Keumpel
H.E.A.T.
Heating with Steam
Comfort Systems USA

The company representatives in attendance offered questions on the specifications. A condensed summary of the questions and answers is in Part II of this addendum.

Part II. Questions and Answers

Q1: Do all fire dampers in the building need to be checked or just those related to the units being replace?

A1: Only the ones related to the units that are being replaced need to be checked.

Q2: Will checking the fire dampers require certification?

A2: No.

Part IV. Walkthrough Schedule

Walkthrough will take place Tuesday, March 30, 2021 at 8:00 AM at:

CML – Hilliard
4500 Hickory Chase Way
Hilliard, Ohio 43026

Only one representative per company will be permitted.

Please email procurement@columbuslibrary.org by Monday, March 29 at noon, if you plan to attend.

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