

MEMORANDUM

To: All Interested Vendors

From: Edward Woda
Procurement Manager

Date: June 28, 2021

Subject: Addendum No. 1
RFQ 21-009- Library Materials Supply and Administration
Summary of Pre-Proposal Conference
Questions and Answers

Part I. Summary of Pre-Bid Meeting

On Friday, June 25, 2021 at 11:00 AM the Columbus Metropolitan Library (“CML”) conducted a pre-proposal meeting for the RFP for Library Materials Supply and Administration. The pre-proposal meeting was held electronically through a Microsoft Teams meeting, which attendees were provided in advance of the meeting. CML sent the following representatives:

Laura Simonds, Director, Collections Services
Erica Cherup, Selection & Acquisitions Manager
Edward Woda, Procurement Manager

The following companies sent representatives:

Baker & Taylor
Midwest Tape

Mr. Woda welcomed all participants to the meeting and reviewed the solicitation documentation. At the conclusion of the documentation review, company representatives were provided the opportunity to ask questions on the solicitation and selection procedures.

Part II. Questions and Answers

- Q1: Does the Columbus Metropolitan Library have a specific goal for the utilization of Minority or Women Businesses?
- A1: We encourage the use of Minority or Women Businesses when possible, however, we have not set an explicit goal for this engagement.

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