

## **MEMORANDUM**

To: All Interested Vendors

From: Procurement Department  
Columbus Metropolitan Library

Date: March 3, 2025

Subject: Addendum No. 1  
ITB 25-004 South High Branch Roof Replacement

Summary of Pre-Bid Meeting  
Modifications

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### **Part I. Summary of Pre-Bid Meeting**

On Friday, February 28, 2025 at 1:00 p.m., The Columbus Metropolitan Library (“the Library”) conducted a Pre-bid meeting for the ITB 25-004 South High Branch Roof Replacement. The meeting was held at the South High Branch (3540 S High St, Columbus, Ohio). The Library sent the following representatives:

*Ryan Drake, Operations Manager*  
*Nicholas Smith, Procurement Buyer*

The following companies sent representatives:

*Revere Roofing*  
*ACI Construction*  
*RJIL Roofing Solutions*  
*Allstate Exteriors*  
*Kalkreuth Roofing*  
*Master Renovations, Inc*

### **Part II. Modifications**

The Library has decided to add a Bid Alternate for the replacement of all the building fascia. The work includes but is not limited to demolition, disposal, fabrication, and installation of new fascia materials to ensure a durable, aesthetically pleasing, and

weather-resistant finish. Work should be completed in unison with the shingle roof replacement.

Carefully remove all existing fascia materials without causing damage to the roofing structure or adjacent components.

Dispose of all debris and old materials in accordance with local regulations and environmental guidelines.

Source and procure high-quality materials that match the architectural and structural requirements of the library. Color match needs to be approved by Library Operations Manager.

Ensure all materials meet industry standards for durability and weather resistance. Install new fascia materials securely, ensuring proper alignment, sealing, and fastening to prevent future issues such as water infiltration or detachment.

Apply appropriate finishes or coatings to enhance durability and maintain aesthetic consistency.

Ensure proper ventilation and integration with existing roofing elements.

Conduct a thorough inspection to ensure all work meets the required standards and specifications.

Address any deficiencies or adjustments as necessary.

Clean up the worksite and dispose of any remaining construction debris.

The Bid Alternate fascia replacement cost must be listed separately from the cost of the roof replacement but the whole project will be awarded to one bidder.

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