

## MEMORANDUM

To: All Interested Vendors

From: Procurement Department  
Columbus Metropolitan Library

Date: April 8, 2025

Subject: Addendum No. 1  
ITB 25-011 Waste Removal Services

Summary of Pre-Bid Meeting  
Questions and Answers

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

On Wednesday, April 2, 2025, at 10:00 am., The Columbus Metropolitan Library (“the Library”) conducted a virtual Pre-bid meeting for the ITB 25-011 Waste Removal Services. The Library sent the following representatives:

*Ryan Drake, Operations Manager*  
*Mona Mawalkar, Procurement Manager*  
*Wanda Dixon, Procurement Analyst*

The following companies sent representatives:

*Rumpke*  
*Borne Brothers*

### **Part II. Questions and Answers**

- Q1. Do you only have trash at the Main Library? Is everything else recycling at the other facilities?
- A1. Dublin, Hilliard and Main have dedicated recycling only facilities because of the food waste that comes in at the cafes.
- Q2. Are the lock bars all on universal keys? How do you currently handle your locks?
- A2. They are all on a CML universal key so that our custodial staff can access them at night. We can give the contractor as many keys as they need.

- Q3. Are there any specific locations that have hour restrictions, whether it be parking lots that fill up places that you need to get in earlier than normal? Are specific hour restrictions from that standpoint?
- A3. The only restrictions we have put in place are citywide restrictions. As you know we are the Columbus Metropolitan Library, but we have libraries in Canal Winchester, Dublin, Hilliard and New Albany.
- Q4. We are asking for any restrictions outside of the city ordinances. Are there any restrictions that the locations had to be serviced between 7:00 and 10:00 am due to traffic?
- A4. The Main Library is probably the only one that we have put some restrictions, but recommendations for your driver to arrive as early as possible due to the location is downtown and it's in a loading dock that can sometimes get quite congested. So, at Main Library It is best to be in and out by 8:00 am.
- Q5. Do you feel we're maximizing or utilities containers to 100% capacity at each service frequency?
- A6. If pickup is on time, yes. If you miss a pickup, no.

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