



**THE INDIANAPOLIS PUBLIC LIBRARY  
REQUEST FOR PROPOSALS  
HOUSEKEEPING AND JANITORIAL SERVICES**

**ADDENDUM 1**

**Addendum Issue Date:** January 8, 2025

**RFP Issue Date:** December 9, 2024

**Contact:** Adam Parsons  
Chief Operational Services Officer  
PurchasingRFP@indypl.org

This Addendum, issued prior to submission of a Proposals, alters, amends, corrects, or clarifies the RFP documents to the extent stated herein and does thereby become a part of the RFP and the subsequent Contract Documents.

**Response to Questions:**

Q1: Do the officers have to be local, or can they be outside of Marion County?

A1: There are no requirements or restrictions on where the officers live.

Q2: Are the hours for the current ad hoc services at branches fixed, or will they change?

A2: The hours for all locations other than Central will be determined on an as-needed basis.

**Attachments:**

Pre-Proposal Conference Notes dated December 18, 2024.

**End Addendum 1**

# Meeting Agenda

Date: December 18, 2024  
Time: 2:00 PM Eastern Time  
Location: Online (Teams meeting)  
Regarding: IndyPL Off-Duty Police Officer Services Pre-Proposal Meeting

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## 1. INTRODUCTIONS

## 2. SIGN-IN SHEET

A. Enter name and company in the Teams chat.

## 3. PROJECT INFORMATION

## 4. ADDENDA

A. First addendum will be issued to document the Pre-Proposal meeting and received questions.

## 5. QUESTIONS PRIOR TO PROPOSAL

A. Questions and requests for clarification shall be submitted in writing to PurchasingRFP@indypl.org.

B. No questions will be accepted after 5:00 pm on January 8, 2025.

## 6. PROPOSAL PROCEDURES

A. Proposals are due by 2:00 pm on January 10, 2025.

B. Public opening to follow at the Library Services Center and Virtual.

C. Post-Quote MBE/WBE/VBE/DOBE Program Waiver if requested by IndyPL is due by 3:00 pm on January 16, 2025.

## 7. QUESTIONS