



THE INDIANAPOLIS PUBLIC LIBRARY

REQUEST FOR PROPOSALS
FOR
ELEVATOR AND ESCALATOR REPAIR SERVICES

ADDENDUM 1

Addendum Issue Date: August 21, 2026

RFQ Issue Date: August 3, 2026

Contact: Kevin Thomas
PurchasingRFP@indypl.org

This Addendum, issued prior to submission of a Proposal, 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.

This addendum contains the pre-proposal conference notes, reviewing the Request for Proposal. It also contains written answers to questions asked in the pre-proposal conference, along with the sign-in sheet.

The submission deadline has been changed to **Tuesday, September 8 at 2:00pm EDT.**

Attachments:

Pre-Proposal Conference Notes with sign-in sheet

End Addendum 1

Pre-Proposal Conference Notes

Date: August 17, 2026
Time: 10:00 AM EDT
Attendees: See list after notes
Prepared by: Adam Parsons - IndyPL
Regarding: RFP – Elevator and Escalator Repair Services

1. INTRODUCTIONS

IndyPL Staff

Adam Parsons – Chief Operational Services Officer
Kevin Thomas – Manager, Buildings & Grounds
James Konja – Technical Assistant
Gwen Simmons – Manager, Procurement and Supplier Development
Liz Schoettle – Director, Central Library

2. SIGN-IN SHEET

For in-person meetings:

Attendees were requested to write their name, title, and company on the paper sign-in sheet at the meeting.

For online meetings:

Attendees were requested to put their name, title, and company into the Teams meeting chat as a sign-in sheet.

3. PROJECT INFORMATION

This pre-proposal conference is to review the RFP for elevator and escalator services for IndyPL.

Highlights:

- A. Term of contract: three-year initial term, with three additional one-year terms if IndyPL and vendor are in agreement.
- B. XBE Utilization Goals
- C. Partnerships: IndyPL will consider partnerships. The intent is to contract with a single vendor.

4. ADDENDA

- A. The first addendum will be issued to document the Pre-Proposal meeting, including answers to any questions asked during the meeting.
- B. The second addendum will be issued to answer any questions submitted to the PurchasingRFP@indypl.org email address by the deadline.

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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 August 24, 2026.

6. PROPOSAL PROCEDURES

- A. The proposal deadline has changed to 2:00 pm on September 8, 2026. This will be noted in Addendum 1.
- B. Public opening to follow at the Library Services Center, with verification of receipt of proposal.
- C. In addition to the Proposal Form and Non-Collusion Affidavit, submit:
 - 1) E-Verify Affidavit.
 - 2) MBE/WBE/VBE/DOBE Utilization Goals Plan for Construction Goods/Supplies and Services.

7. QUESTIONS

Q1: Can you clarify if after hours is in the contract itself or billed separately?

A1: After hours or emergency service is not included in the Annual Maintenance Fee. The Annual Maintenance Fee is for scheduled preventive maintenance only.

Q2: Is the monthly fire service built into the maintenance cost, or just the quarterly maintenance?

A2: Please include the "Firefighters' emergency-operation testing" (as stated in the Scope of Services) in the quarterly preventive maintenance schedule. IndyPL will perform the fire testing with in-house staff and/or general maintenance staff for the other two months of the quarter.

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List of Attendees

Name	Title	Company
Megan DiPrimio	MeganM.Torbenson@otis.com	Otis Elevator
Adam Sisson	Adam.Sisson@otis.com	Otis Elevator
Maegen Kuczvara		Otis Elevator

End of Pre-Proposal Notes.