



## **THE INDIANAPOLIS PUBLIC LIBRARY**

### **REQUEST FOR PROPOSALS FOR PEST CONTROL SERVICES**

# **ADDENDUM 1**

**Addendum Issue Date:** August 21, 2026

**RFQ Issue Date:** August 3, 2026

**Contact:** Kevin Thomas  
[PurchasingRFP@indypl.org](mailto: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 18, 2026  
Time: 2:00 PM EDT  
Attendees: See list after notes  
Prepared by: Adam Parsons - IndyPL  
Regarding: RFP – Pest Control Services

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## 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

## 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 pest control 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](mailto: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](mailto: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**

No questions.

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List of Attendees

| Name          | Title           | Company                       |
|---------------|-----------------|-------------------------------|
| Ross Clifford | Account Manager | Rose Pest Solutions           |
| Lauren May    |                 | Arab Termite and Pest Control |
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End of Pre-Proposal Notes.