



THE INDIANAPOLIS PUBLIC LIBRARY

**REQUEST FOR PROPOSALS
FOR
ELEVATOR AND ESCALATOR
REPAIR AND MAINTENANCE SERVICES**

ADDENDUM 2

Addendum Issue Date: August 28, 2026

RFQ Issue Date: August 3, 2026

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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 answers written questions that were submitted before the deadline of 5:00pm on August 24.

Please note, the submission deadline for proposals is **Tuesday, September 8 at 2:00pm EDT.**

Q1: Can we gain access to the library to look at the elevator and escalator equipment on site?

A1: All IndyPL locations are open to vendors during open hours. When visiting a location, please let IndyPL staff know who you are and why you are there.

For a more in-depth review and discussion of the elevators and escalators, IndyPL will hold an in-person meeting at Central Library on Thursday, September 3, at 11:00am local time. Please meet at the Information Desk in the main atrium.

This tour will allow review of Central Library elevators and escalators in-person, as well as a discussion of the elevators at other IndyPL locations. IndyPL staff will not host a vendor discussion at any other location that has elevators.

Q2: During the pre-proposal conference, it was mentioned that an addendum would be issued (confirming the questions asked during the call and date adjustments to the RFP). Could you please confirm whether any addenda have been issued and provide copies to all? We have not received a copy.

A2: All addenda are available on the Vendor Opportunities website, linked below:

<https://www.indypl.org/vendor-opportunities>

IndyPL staff attempts to include all submitted email addresses when sending direct communication to vendors. However, the best way to ensure all documents are received is to visit the Vendor Opportunities website.

Q3: Please confirm whether annual Firefighters' Emergency Operation (Fire Service) testing is to be included in the Annual Maintenance Fee, completed by library staff or to be billed separately at the labor rates provided in the proposal. The RFP references fire-service testing but does not clearly identify whether it is an included service.

A3: Below is the answer from Q2 of the Pre-Proposal Conference Notes, as included in Addendum 1.

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.

Q4: Please confirm that service callbacks, corrective repairs, shutdowns, and other repair-related service calls outside of the prescribed preventive maintenance visits are to be billed separately using the labor rates, trip charges, and material pricing provided in Attachment B.

A4: The Annual Maintenance Fee is for scheduled preventive maintenance only. Any services outside of the preventive maintenance listed in the submitted proposal will be billed separately.

Q5: Is the intent of the Annual Maintenance Fee to cover quarterly preventive maintenance visits and required inspections/testing - with repairs, troubleshooting, replacement parts, and non-maintenance service calls billed separately?

A5: The experience of IndyPL is that different vendors have different maintenance "packages". Thus, we included the description below in the **Included Maintenance and Repairs** section.

The Contractor's Proposal shall clearly identify all labor, parts, materials, testing, adjustments, callbacks, and repairs included in the proposed base maintenance fee.

When submitting a proposal, vendors need to explicitly state what their organization includes/excludes from the regular maintenance services.

Q6: Will all testing be up to date at the start of the agreement?

A6: All testing is intended to be up to date to date at the start of the agreement. IndyPL cannot guarantee there will be no extenuating circumstances that might result in a delay of testing.

Attachments:

N/A

End Addendum 2