

CITY OF NEWTON, MASSACHUSETTS
PURCHASING DEPARTMENT
purchasing@newtonma.gov
Fax (617) 796-1227

May 19, 2023

ADDENDUM #1
INVITATION FOR BID #23-102

SUPPLY & DELIVER INSTRUCTIONAL SUPPLIES

THIS ADDENDUM IS TO: ANSWER THE FOLLOWING QUESTIONS:

Q1. My question is do we need to submit a copy of bid on Flash Drive with the mailed hardcopy or does electronic copy refer to emailing the bid?

Pg 2

All bids shall be submitted as **one (1) ORIGINAL, one paper (1) COPY and one (1) digital copy of both the Bid Form and the Item Spreadsheet. Once the bid opens, please email excel spreadsheets to purchasing@newton.k12.ma.us.**

Pg 5

All Bids, including a printout of the Item Spreadsheet, shall be submitted with one (1) **original** and one (1) **copy**. Bidders will submit a digital version of the Excel Item Spreadsheet **after** the bid opening

A1. All bids shall be submitted as one (1) ORIGINAL and one (1) COPY, including a print copy of the Excel Item Spreadsheet. Once the bid opens, please email excel spreadsheet to purchasing@newton.k12.ma.us.

All other terms and conditions of this bid remain unchanged.

**PLEASE ENSURE THAT YOU ACKNOWLEDGE ALL ADDENDA ON YOUR
BID FORM. FAILURE TO ACKNOWLEDGE ALL ADDENDA COULD
RESULT IN REJECTION OF YOUR BID AS NONRESPONSIVE.**

Thank you.



Nicholas Read
Chief Procurement Officer