

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

November 7, 2023

ADDENDUM #1
INVITATION FOR BID #24-23

CITY SEAL REDESIGN

THIS ADDENDUM IS TO: ANSWER THE FOLLOWING QUESTIONS.

**Q1. Whether companies from Outside USA can apply for this?
(like, from India or Canada)**

A1. No.

Q2. Whether we need to come over there for meetings?

A2. Yes. Note, however, that proposers should be located within the United States.

**Q3. Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)**

A3. No.

Q4. Can we submit the proposals via email?

A4. No, electronic bids are not acceptable.

Q5. On page 8, scope “Designer to be available for brand consultation for up to 24 months.” Can you explain more about what these expectations might be for? Is the City willing to pay for consultative services in the second 12 months beyond what this contract is for?

A5. If appropriate, the City would consider extending or lengthening the term of the contract.

Q6. On page 8, scope: Can you clarify more what this means? Would this be coordinating the print services or something else? What would be being printed? Do you expect items to be printed during this 12-month contract or would this be assumed as part of the 24-month consultative period? “Designer to assist with initial printing necessities.”

A6. The designer would not do the printing. However, should we print and find that there are issues with reproduction we would want to work with the designer to clean up the design for better printing.

Q7. Can you clarify the minimum number of expected community forums, some places say 2, and some say 3?

A7. A minimum of three.

Q8. Are community forums and public forums being used interchangeably in this RFP?

A8. Yes.

All other terms and conditions of the IFB 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.

A handwritten signature in black ink that reads "Nicholas Read". The signature is written in a cursive, slightly slanted style.

Nicholas Read
Chief Procurement Officer