

**CITY OF NEWTON, MASSACHUSETTS  
PURCHASING DEPARTMENT  
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April 22, 2024

**ADDENDUM #1  
INVITATION FOR BID #24-67**

<b>SUPPLY &amp; DELIVER PORTABLE AIR CONDITIONERS</b>
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THIS ADDENDUM IS TO ANSWER THE QUESTIONS BELOW.

**Q1. On the bid form you state...**

**“Prices shall be FOB destination and include freight, shipping and inside delivery to such locations within the City of Newton as directed when orders are placed. Cash, trade and quantity discounts must be calculated in the prices quoted. This contract shall not exceed the total contract price.”**

**Please define inside delivery. Are these units to be delivered to a central location or are these being delivered to each school where they are to be used? If they are to be delivered to each school, are they to be delivered to the receiving area or delivered to the classroom where they will be used? If delivered to the classroom where they will be used, does “delivery” include the unpacking and setup of the unit?**

**A1. The units shall be delivered to each facility. They need to only be delivered inside the school at a receiving location. Units must be unpacked, and all shipping materials removed. Required setup to make each unit ready for installation shall be provided.**

**Q2. The manufacturer we are working alongside with has a few questions regarding the inside delivery for the above-mentioned bid. *“Is it on what floor do they have a loading dock at the school, and I didn’t see anything about setting up the equipment. I need to make sure that they don’t want these staged for them.”* Can you please clarify.**

**A2. See answer A1. Units do not need to be staged in specific spaces.**

**Q3. How will this product be offloaded?**

- There is a standard dock.
- A liftgate is required to remove this from the truck.
- There is a forklift available to offload the product.

**A3. See answer A1. Offloading shall be the responsibility of the vendor. There is no dock at any location. A liftgate is recommended. There is no forklift service at any location.**

**Q4. Does this location have an elevator available for freight deliveries?**

- Yes
- No
- Not applicable, this is not travelling between floors.

**A4. See answer A1. Units shall be delivered to ground level locations. No elevator is required.**

**Q5. If an elevator is not available but the item needs to travel to a different floor, please also answer these questions, if not leave blank.**

- 1. Approximately how many feet from the unloading point does this need to be taken?**
- 2. What is the width of the stairway?**
- 3. How many stairs need to be climbed? Are there any landings? If so, how many?**

**A5. See answer A1.**

Q6. What is the exact request for the carrier with the item?  
-Be as specific as possible

A6. See answer A1.

Q7. If requiring Installation be specific on what is needed?

A7. See answer A1.

Q8. Do you require assembly?

A8. See answer A1.

Q9. When do you need this by?

A9. Within 10 days of award.

Q10. Hours for delivery?

A10. Items may be delivered Monday through Friday, excluding Holidays, between the hours of 6:30 am and 4:00 pm.

Q11. Are there any limitations we should be aware of to complete the delivery?

For example: Carrier is required to present a certificate of insurance at delivery, driver must have a TWIC card, or location cannot accommodate a 53ft truck.

A11. Most locations have limited space for deliveries. It is unlikely a 53ft truck could access the receiving areas.

Q12. IF you are requiring delivery to individual rooms as opposed to dropping off all 11 units at one central location please answer the following.

What are the locations of the rooms where the 11 units will be delivered?

Address, Room # for each of the 11 units

If there are multiple units going to the same school, please note how many feet apart are the rooms.

A12. See answer A1.

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.



Nicholas Read  
Chief Procurement Officer