

CITY OF NEWTON, MASSACHUSETTS
PURCHASING DEPARTMENT
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Fax (617) 796-1227

October 30, 2024

ADDENDUM #1
INVITATION FOR BID #25-26

**SUPPLY, DELIVER & ASSEMBLE FURNITURE, FIXTURES & EQUIPMENT TO LINCOLN-ELIOT
ELEMENTARY SCHOOL**

THIS ADDENDUM IS TO ANSWER THE FOLLOWING QUESTIONS:

Q1. Is there distribution list and floor plan available via tag? If delivery is to a 2nd floor or greater, is there an elevator available for use?

A1. An operating elevator will be in operation during the delivery, assembly, placement process.

Distribution lists will be issued to the awarded vendors and room layouts will be posted at each room during the delivery, assembly, placement process. All items must be unboxed, assembled, distributed and placed; packing materials must be removed from the site by the awarded vendor.

Q2. What floor will each item be going to?

A2. See A1.

Q3. Is there a working elevator or will everything be stair carry?

A3. An operating elevator will be in operation during the delivery, assembly, placement process.

Q4. Delivery/install should be included in the unit price?

A4. Yes, delivery, assembly, placement and freight costs must be included in the unit price. No additional costs will be allowed in excess of a bid unit cost.

Q5. Are samples required for each line item we are submitting an alternate on or is it only upon request?

If samples are needed, when is it due?

A5. Samples are only due upon request. Samples may be requested if the City requires it to evaluate a bidder's alternate item. All alternate items must be submitted with manufacturer's specifications and brochure indicating that the item meets or exceeds the performance specification. The bid specification sheets note the manufacturer, vendors, model #'s and specifications in order to communicate the level of quality and function needed for each item.

Q6. Is there an MWBE requirement for this opportunity?

A6. No, there is no MWBE requirement for this bid.

Q7. Can we submit pricing by category as well? – this could provide cost savings if items are bundled together.

A7. As stated in the bid package, this is a line item bid and must be bid accordingly.

Q8. On page 6, Sample is required if bidding an approval equal. Is a sample required prior to bid for your approval?

A8. Samples are only upon request. Samples may be requested if the City requires it to evaluate a bidder's alternate item. There is no "prior approval of alternates".

You are invited to bid alternate items that are equal or better than the specified item but must provide manufacturer's specifications and brochure indicating that the item meets or exceeds the performance specification. The bid specification sheets note the manufacturer, vendors, model #'s and specifications in order to communicate the level of quality and function needed for each item. Bid alternatives will be reviewed during the bid evaluation.

If a bidder would like to submit an alternate for a specified item it must use an additional copy of the appropriate bid pages and note it as such.

Q9. On page 20, 2.0 Description and Quality, 2.1 – Samples shall be furnished free-of-charge upon request. Can we submit product literature including product specifications and warranty information for your approval prior to bidding?

A9. See A8.

Q10. What is the deadline for submitting product for prior approval?

A10. If a bidder wants to submit an item equal to that specified, the equal item must be submitted with its bid. The determination of whether or not an item is equal is made after the bid opening. The determination made by the City shall be reasonable and be made in good faith.

Q11. Will there be elevator access for our scheduled install?

A11. See 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