

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

May 27, 2022

**ADDENDUM #2**  
**INVITATION FOR BID #22-85**  
**SUPPLY & DELIVER ART SUPPLIES TO NPS**

**THIS ADDENDUM IS TO: ANSWER THE QUESTIONS BELOW:**

**Q1. I have a question regarding the digital copy for NPS IFB #22-85.**

Pg. 2 says, "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.

Article 4, Section 4.7 says, "[...] Bidders will submit a digital version of the Excel Item Spreadsheet after the bid opening."

Section 1.5 SCOPE says, "[...]After the bid opening date an electronic file will be requested prior to the bid award."

Would you please confirm if we are to email the 22-85 Art Excel Spreadsheet after the Bid Opening date of June 2, 2022 at 12:30 p.m. or include a USB thumb drive with our bid response? Or should we wait until we receive a request from you?

**A1. As per the bid, you must send one (1) ORIGINAL, one paper (1) COPY and one (1) DIGITAL COPY of both the Bid Form and the Item Spreadsheet to the City of Newton. After the bid opening on Thursday, June 2<sup>nd</sup>, please email a copy of the Excel Item Spreadsheet to School Purchasing at [purchasing@newton.k12.ma.us](mailto: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