

CITY OF NEWTON, MASSACHUSETTS  
PURCHASING DEPARTMENT  
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November 28, 2022

**ADDENDUM #1**  
INVITATION FOR BID #23-48

**Supply & Deliver Printer Management Services and Supplies to Newton Public Schools**

THIS ADDENDUM IS TO ANSWER THE FOLLOWING QUESTIONS:

**Q1. We are preparing our response and are having difficulty completing neatly the PDF version of your Bid. We converted to word, but, sometimes it still creates some challenges in certain areas. By chance do you have your Bid in a word format? Just thought I would ask. Otherwise, we will complete as is.**

**A1. The bid documents are available in PDF format only.**

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*