

# City of Cambridge

PURCHASING DEPARTMENT

SHUO WANG  
Assistant Purchasing Agent for  
Goods & Services

Elizabeth Unger  
Purchasing Agent

NATALIE SULLIVAN  
Assistant Purchasing Agent for  
Design & Construction

**TO:** All Bidders

**FROM:** City of Cambridge

**DATE:** February 1, 2024

**RE:** File No. 11142B REBID Additional Transcription Services for City Clerk's Office  
- Addendum No. 1

---

This addendum is comprised of:

- I. Submitted Questions and Answers
- II. Cover Page Sample (Attachment 1)
- III. Transcription Certification Sample (Attachment 2)
- IV. City Seal (Attachment 3)

**I. Submitted Questions and Answers**

- Q:** Can you tell me why this is being rebid?
- A:** The prior iteration of this contract was terminated.
- Q:** It seems from records online that this invitation for bid has been published twice before. Is that accurate? If so, could you tell me more about why the invitation has been reopened a third time?
- A:** Please see answer to Question 1.
- Q:** Please provide the sample Cover Page mentioned on Page 6 as this is not included in the bid.
- A:** Please see Attachment #1 for the Cover Page sample.
- Q:** Please provide the sample transcript certification mentioned on Page 6 as this is not included in the bid.
- A:** Please see Attachment #2 for the Transcription Certification sample.





# City of Cambridge

PURCHASING DEPARTMENT

**Elizabeth Unger**  
Purchasing Agent

**SHUO WANG**  
Assistant Purchasing Agent for  
Goods & Services

**NATALIE SULLIVAN**  
Assistant Purchasing Agent for  
Design & Construction

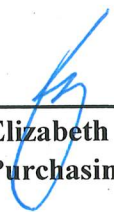
**Q:** Please provide insight into why this keeps being rebid. Did Vendors for 11142A not accept the award?

**A:** Please see answer to Question 1.

**Q:** Please advise how pages 29-37 (Truck Ordinance information) apply to this bid.

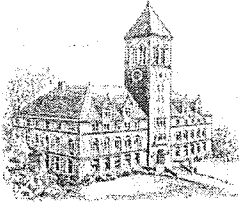
**A:** The Truck Safety Ordinance is a City Ordinance with which vendors must comply when applicable.

**All other details remain the same.**

  
\_\_\_\_\_  
**Elizabeth Unger**  
Purchasing Agent

**Addendum No. 1**





**Elizabeth Unger**  
Purchasing Agent

# City of Cambridge

PURCHASING DEPARTMENT

**SHUO WANG**  
Assistant Purchasing Agent for  
Goods & Services

**NATALIE SULLIVAN**  
Assistant Purchasing Agent for  
Design & Construction

# ATTACHMENT 1



Sample Cover Page  
Times New Roman



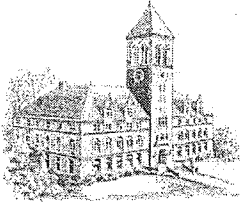
**CAMBRIDGE CITY COUNCIL SPECIAL MEETING,**

**JANUARY 18, 2023**

**MAYOR SUMBUL SIDDIQUI, CHAIR**

**TRANSCRIPT OF PROCEEDINGS**

Note: This Special Meeting was Recessed on  
January 18, 2023 and Reconvened on January  
25, 2023.



**Elizabeth Unger**  
Purchasing Agent

# City of Cambridge

PURCHASING DEPARTMENT

**SHUO WANG**  
Assistant Purchasing Agent for  
Goods & Services

**NATALIE SULLIVAN**  
Assistant Purchasing Agent for  
Design & Construction

# ATTACHMENT 2



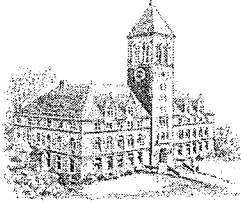
**CERTIFICATION**

I, \_\_\_\_\_, a transcriber for \_\_\_\_\_, do hereby certify: That said proceedings were listened to and transcribed by me and were prepared using standard electronic transcription equipment under my direction and supervision; and I hereby certify that the foregoing transcript of the proceedings is a full, true, and accurate transcript to the best of my ability.

In witness whereof, I have hereunto subscribed my name this 2nd day of February 2023.

Signature of Transcriber

Sample Certification  
Last Page



**Elizabeth Unger**  
Purchasing Agent

# City of Cambridge

PURCHASING DEPARTMENT

**SHUO WANG**  
Assistant Purchasing Agent for  
Goods & Services

**NATALIE SULLIVAN**  
Assistant Purchasing Agent for  
Design & Construction

# ATTACHMENT 3



