



# City of Cambridge

## Purchasing Department

Cynthia H. Griffin  
Purchasing Agent

From: City of Cambridge

Date: January 14, 2013

Re: **File No. 6001. Reprographic Services, Addendum No. 1.**

**The following questions were submitted and answered.**

**Question**

On page 5, there are two items of 1,500 each that state "Photocopying **plain paper** are these two items black and white or color images?"

**Answer**

Photocopying plain paper = large format black and white copying

**Question**

On page 6, 3<sup>rd</sup> item states "Output from digital **Macintosh** file - Do you mean that the file is a PDF?"

**Answer**

Output from a Macintosh file = Most often will be a pdf file

**Question**

With regard to the rush 3-hour service and 24-hour standard turn-around time ... would you please provide more clarification of standards. . Would this be a requirement of the larger quantity items? The first item on the bid list is for a quantity of 400,000.

Also is the 24-hour turnaround a true, measured, 24 hours? So orders received by 3:00pm, are they expected be delivered by 3:00pm the following day?

**Answer**

Regarding rush and standard turn-around times:

Standard 24 hour hour turn-around is needed. If it is a large job – we will be reasonable about our expectations. However there are times, for example, we need 25 copies of a 50 page report turned-around in 24 hours. This is not something we do often but it happens on occasion. Yes – we expect 24 hour turn-around to mean 24 hours from pick up to delivery (both pick up and deliver at no cost to us).

On occasion we need something very quickly and expect a 3 hour turn-around rush to be achievable from our vendor. Again – we are not unreasonable and would not expect a large job to be completed in a 3 hour turn-around. But when our in-house machines break down or we need something for a meeting or a deadline that we can not produce in house – we would expect that our vendor could complete our request in a 3 hour rush period.

**All questions are closed.** All other details remain the same.

*Cynthia H. Griffin*  
CYNTHIA H. GRIFFIN

PURCHASING AGENT

**ADDENDUM NO. 1**

