



City of Cambridge

PURCHASING DEPARTMENT

795 Massachusetts Ave. • Cambridge, Massachusetts 02139-3219

Amy L. Witts
Purchasing Agent

TO: All Bidders
FROM: City of Cambridge
DATE: October 16, 2015
RE: File No. 7025 – Delivery Service Required for Library - Addendum No. 1

The following question was submitted and answered (1).

Question

1. In reviewing the above bid, I would like to find out more information regarding the actual contents of the Library deliveries. I have seen that there are several locations for delivery, and I would also like to know the actual weights, sizes etc. of the deliveries. I understand that it is difficult to pin down the actual dimensions and such, but I was interested to see if you could give us an estimated figure to enable us to prepare an accurate bid for the services.

Answer

The Library Materials that are shipped to and from the branches primarily consist of library books, DVD's VHS, music CD's, audio books, book Playaways, magazine, etc.

In some cases the bins also transport interoffice supplies, library cards, newsletters and registration forms. Also in emergency situations, computers and peripheral equipment is transported. Please note all of these items range in multiple shapes and sizes.

Some data for consideration:

In July 2015 440 bins were shipped from the branches to the Main.

In August 2015 420 and September 401. Not included in this data is the number of containers which leave the main and travel to the branch libraries every day, approximately 18-25

The bins are manufactured by Buckhorn industries.

Their footprint is 21'x15'x12 and have a weight capacity of 60lbs.

These container are strategically packed to optimal filling.

The driver usually places four stacked containers on a 2 wheeler.

The daily number of bins vary to each branch location. This variation is predicated on the library hours, holiday's and weather which creates a next business day delivery. The above average of 420/month is a good indication of total daily deliveries including holidays and branch closings.

Please see enclosed a picture of the current delivery bins and an open bin to have a sense of how they are packed.

Questions are now closed; All other details remain the same

AMY L. WITTS
PURCHASING AGENT

ADDENDUM NO. 1

