

File No. 10699

Request for Written Responses

The City of Cambridge, Massachusetts, the Awarding Authority, invites written responses for the project: **Baldwin School Public Announcing System Replacement**

Plans and specifications will be available beginning **Thursday December 01, 2022**, contact purchasing@cambridgema.gov for an electronic copy.

The estimated project value is: **\$ 20,000.00**

Written Responses will be received by email to purchasing@cambridgema.gov until **Thursday December 15, 2022 @ 2:00 PM**. Or delivered to the Purchasing Department, City Hall, 795 Massachusetts Avenue, Room 303, Cambridge, MA 02139. **Bids not sent by courier can be dropped off to a locked drop box located at the rear entrance of City Hall. The box will be checked at the scheduled submission deadline.**

The successful bidder will also be required to comply with the provisions of Chapter 306 of the Acts of 2004 in regard to required OSHA approved safety & health training.

The City of Cambridge reserves the right to reject any or all written responses.

No less than the prevailing wage rates as set forth in the schedule contained in this document must be paid on this project.

The successful bidder will be required to furnish a 50% payment bond if the contract amount is greater than \$25,000.

All **questions** must be submitted in writing and either emailed to purchasing@cambridgema.gov or delivered to the Office of the Purchasing Agent, Elizabeth Unger, City Hall 795 Massachusetts Ave., Room 303, Cambridge, MA 02139 not later than **3:00 p.m. on Thursday, December 08, 2022**.

A pre-bid conference for all bidders will be held as follows:

Date: **Wednesday, December 07, 2022**

Time: **10:00 AM**

Place: **Baldwin School
85 Oxford Street
Cambridge, MA 02138**

Elizabeth Unger
Purchasing Agent