

File No. 10903

Request for Written Responses

The City of Cambridge, Massachusetts, the Awarding Authority, invites written responses for the project:
689 Mass Ave 1st Floor and Basement Data Upgrades

Plans and specifications will be available beginning **Thursday March 30, 2023**, contact [**purchasing@cambridgema.gov**](mailto:purchasing@cambridgema.gov) for an electronic copy.

The estimated project value is: **\$ 35,000.00.**

Written Responses will be received by email to [**purchasing@cambridgema.gov**](mailto:purchasing@cambridgema.gov) prior to **2:00 PM Thursday April 13, 2023.**

Written Responses being hand delivered or sent via courier (other than USPS) may be delivered to the Purchasing Department, 5 Bigelow Street, Cambridge, MA 02139 during normal business hours.

Written Responses being delivered via USPS may be mailed to City Hall 795 Massachusetts Ave., Cambridge MA 02139 Attn: Purchasing.

Written Responses not hand delivered to the Purchasing Department may be dropped off to a grey locked drop box labeled “Purchasing” 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**](mailto:purchasing@cambridgema.gov) or hand delivered to the Office of the Purchasing Agent, Elizabeth Unger, during normal business hours to 5 Bigelow Street, Cambridge, MA 02139 not later than Thursday, April 6, 2023 by 12:00 p.m. An Addendum will be issued to notify all bidders of the questions and answers.**

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

Date: Tuesday, April 4, 2023
Time: 10:00AM
Place: 689 Massachusetts Ave
Cambridge, MA 02139

Elizabeth Unger
Purchasing Agent

Name of Bidder: _____ 1