



# City of Cambridge

## PURCHASING DEPARTMENT

**COLEEN CASELLA**  
Assistant Purchasing Agent for  
Goods & Services

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**Elizabeth Unger**  
Purchasing Agent

**To: All Bidders**  
**From: City of Cambridge**  
**Date: January 4, 2019**  
**Re: File No. 8357 Recording & Transcription Services**

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**This Addendum is comprised of:**

- 1. Bidders Questions**
- 2. Revised CDD Price Proposal Form**

**The Following questions were asked and answered:**

- Q1. Whether companies from Outside the USA can apply for this? (like, from India or Canada).**  
**A1. Responsive Bidders need to meet all the requirements listed in the scope of services.**
- Q2. Whether we need to come over there for meetings?**  
**A2. Yes**
- Q3. Can we perform the tasks (related to RFP) outside the USA?**  
**A3. Responsive Bidders need to meet all the requirements listed in the scope of services as stated above.**
- Q4: Can we submit the proposal via email?**  
**A4. No.**
- Q5. How many bids do you need in sealed envelope?**  
**Q5. Submit two original bids, see page 3 of bid documents.**
- Q6. Can you point me to the provision in the contract where it indicates the mileage the Vendor must be to Cambridge?**  
**A6. See Page 4 of Bid documents. Mileage is not stipulated, but Bidder, must meet quality requirement to be onsite within 45 minutes.**



- Q7. Page 6, In the Community Development Department, price proposal, you have 20,000 pages for quantity, then x 12,000 for circulation, Quantity 30 tapes then x21. Is this correct**
- A7. See attached amended page 6. All Bidders must submit the attached revised price proposal form, for CDD, with their bids.**

**All other details remain the same.**



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**Elizabeth Unger  
Purchasing Agent**

**Addendum No. 1**

**File No. 8357 - Recording & Transcription Services – Submit invitation for Bid prior to 11:00AM Thursday, January 10, 2019.**

**Community Development Scope of Services**

The recording of the Planning Board proceedings by stenographer would involve the following. The assumption is that the Planning Board meetings are from 7:30 p.m. to 12:00 a.m., and that the Planning Board meets Tuesday evenings, a total of 42 meetings. Additional meetings on Tuesday evenings may be scheduled.

**Recording and Transcription of the Cambridge Planning Board Public Meetings**

The Planning Board meets approximately three or four times a month, on Tuesday.

Approximately 42 weeks at four and a half hours of recording services at public hearing and/or meeting, approximately 135 hours.

20,000 pages of hearing transcript based on a double-spaced typed format containing 22 lines of text of 60 characters/spaces per line.

30 Tapes Charge to retain original tapes (tapes to be retained for seven years)

1. The successful bidder must furnish a stenographer, a voice recorder, or a recorder using audiotape to record verbatim what is said at the Planning Board public meetings and hearings, and to identify each speaker.
2. The successful bidder must record and transcribe hearings and shall provide verbatim transcripts of the proceedings at the Planning Board public hearings and meetings.
3. In order to verify the successful bidder's ability to handle volatile, high pressure hearings successfully, the Quality Requirements requires that the successful bidder have one year's experience in recording regulatory hearings at which neighborhood residents regularly speak.
4. The successful bidder must transcribe record and send it to the department within FIVE working days of each such hearing and must be able to handle evening meetings and hearings which may end as late as midnight.
5. The successful bidder will provide a telephone number to reach the recorder in the event of an emergency.

<b>Item No. 1. - Community Development Department, 344 Broadway</b>				
<u>Approx. Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Proposal Price</u>	<u>Total</u>
200	Hours	Recording Services at hearing	\$ _____/per hour x 200	\$ _____
20,000	Pages	Charge per page for hearing transcript based on a double spaced typed format containing 22 lines of text of 60 characters/spaces per line.	\$ _____/per page x 20,000	\$ _____
30	Tapes	Charge to retain original tapes (Tapes to be retained for seven years)	\$ _____/tape x 30	\$ _____
		Minimum Charge (If any)		\$ _____
<b>Total for Community Development</b>				<b>\$ _____</b>

**Name of Bidder:** \_\_\_\_\_