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### **BID ADDENDUM #1**

To: All Bidders  
From: Rita V. Brousseau, Chief Procurement Officer  
Date: December 21, 2017  
Re: Clothing: Screen Printed & Embroidered & Promotional Items IFB

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This Addendum modifies and forms a part of the Bid Set documents dated December 11, 2017.

This Addendum consists of the following: three (3) typed pages and List of Shipping Addresses.

Where any items called for in the bid documents are supplemented here, the supplemental requirements shall be considered as added thereto. Where any original item is amended, voided, or superseded here, the other provisions of such items not specifically amended, voided, or superseded shall remain in effect.

**The bid date has been extended to now due on Wednesday, January 3, 2018 by 11:00 AM.**

All bid pricing **MUST** be submitted on the Amended Bid Price Excel Spread Sheet and can be downloaded at <http://www.cityoflawrence.com/current-bids-available.aspx>

#### **I. The following items are the City's responses to Bidder questions:**

1. **Question:** Many of the products have larger minimums than what is listed on this bid (25). I tried changing the est. quantity in the Excel sheet but I couldn't. Do you know anyway for me to change this, so I can show the minimums we find? We will be able to bid for more products if this is the case.

**Answer:** Quantities listed are estimates only and not a guarantee of what will be purchased throughout the year. It may be more or it may be less. Quantities have been revised in the amended bid price Excel Spread Sheet.

2. **Question: #41 and #42** – In the bid, there is a request for all different capacities, which they are all different prices. But there is only one column for each of these on the Excel sheet. How should I go about putting all these different prices in?  
**Answer:** Delete all capacities EXCEPT for 1GB, 2GB, 4GB from #'s 41 & 42. This revision has been made in the amended bid price Excel Spread Sheet.
3. **Question:** We do not quote clothing items, so can we just quote the Promo Items?  
**Answer:** Yes, contracts will be awarded per category, however; all items must be bid.
4. **Question:** I could not find any quantities listed, can you supply?  
**Answer:** All estimated quantities are listed on the bid price Excel Spread sheet.
5. **Question:** I could not find any required delivery dates, can you supply?  
**Answer:** Delivery date requirements are listed under Quality Requirements #2, Page 8 of the IFB.
6. **Question:** Do you have photos or ASI numbers for the items so we can be sure we quote the correct items?  
**Answer:** No, items offered by bidders must meet the written specifications listed on pages 9-14 of the IFB.
7. **Question:** Do you have sample images for those promotional items?  
**Answer:** Same as answer #6 above.
8. **Question:** Can we get partial order or need to provide all the items?  
**Answer:** If the question is “can you bid only some of the promotional items, the answer is yes, however; a contract will only be awarded to the vendor who has provided the lowest total price for all items in that category.
9. **Question:** Can we submit our quote via email?  
**Answer:** As clearly stated on Pages 4 & 5 of the IFB, state statute requires you submit pricing on the sheet provided and clearly labeled and sealed by the bid open date and time. **NO** fax, email or phone bids are acceptable.
10. **Question:** If ever that award was already place when is the target in hands date/ delivery date for the items?  
**Answer:** Same as answer #5 above.
11. **Question:** How many imprint color you require?  
**Answer:** For clothing items, the color and locations are listed on the bid price Excel Spread Sheet. For Promotional Items, please see answer #13 below.
12. **Question:** How many delivery address?  
**Answer:** Please see list attached to this Bid Addendum and now made a part of the IFB.
13. **Question:** Promotional items. Are we pricing at 1 color 1 location with price breaks on quantities and listing additional color charges?

**Answer:** Yes, pricing for promotional items shall be one color, one location and a separate price for additional colors. A revision has been made to the [bid price Excel Spreadsheet](#).

14. **Question:** Is the artwork available?

**Answer:** Artwork & logos currently used are included in the IFB. There may be, from time to time, new artwork or logos requested throughout the contract period.

All bid pricing **MUST** be submitted on the Amended Bid Price Excel Spread Sheet and can be downloaded at <http://www.cityoflawrence.com/current-bids-available.aspx>

**NOTE TO ALL BIDDERS: YOU MUST ACKNOWLEDGE RECEIPT OF ALL ADDENA ON YOUR BID SUBMISSION FORM WHERE INDICATED.**

CITY OF LAWRENCE, MA  
SHIPPING ADDRESS

LOCATION		ADDRESS 1		ADDRESS 2		CITY		STATE		ZIP CODE	
FRANCIS M LEAHY SCHOOL		100 ERVING AVENUE				LAWRENCE		MA		01841	
ALEXANDER B BRUCE SCHOOL		135 BUTLER STREET				LAWRENCE		MA		01841	
ADULT LEARNING CENTER		147 HAVERHILL STREET				LAWRENCE		MA		01840	
PHOENIX ACADEMY LAWRENCE		15 UNION STREET				LAWRENCE		MA		01840	
COMMUNITY DAY ARLINGTON ELEM		150 ARLINGTON STREET				LAWRENCE		MA		01841	
ARLINGTON MIDDLE SCHOOL		150 ARLINGTON STREET				LAWRENCE		MA		01841	
ARLINGTON COMMUNITY DAY (K-1)		150 ARLINGTON STREET				LAWRENCE		MA		01841	
SOUTH LAWRENCE EAST ELEMENTARY		165 CRAWFORD STREET				LAWRENCE		MA		01843	
SOUTH LAWRENCE EAST MIDDLE SCHOOL		165 CRAWFORD STREET				LAWRENCE		MA		01843	
LTU OLIVER SCHOOL PARTNERSHIP		183 HAVERHILL STREET				LAWRENCE		MA		01840	
LAWRENCE PUBLIC SCHOOLS		233 HAVERHILL STREET				LAWRENCE		MA		01841	
EDWARD F PARTHUM ELEMENTARY		255 EAST HAVERHILL STREET				LAWRENCE		MA		01841	
EDWARD F PARTHUM MIDDLE SCHOOL		255 EAST HAVERHILL STREET				LAWRENCE		MA		01841	
ROBERT L FROST ELEMENTARY		33 HAMELET STREET				LAWRENCE		MA		01843	
ROBERT L FROST MIDDLE SCHOOL		33 HAMELET STREET 2ND FLOOR				LAWRENCE		MA		01843	
BRUCE SCHOOL LOWER CAMPUS		483 LOWELL STREET				LAWRENCE		MA		01841	
SCHOOL FOR EXCEPTIONAL STUDIES		483 LOWELL STREET				LAWRENCE		MA		01841	
LAWRENCE FAMILY PUBLIC ACADEMY		526 LOWELL STREET				LAWRENCE		MA		01841	
JOHN K TARBOX SCHOOL		59 ALDER STREET				LAWRENCE		MA		01841	
UP ACADEMY AT LEONARD SCHOOL		60 ALLEN STREET				LAWRENCE		MA		01840	
UP ACADEMY LAWRENCE MIDDLE SCHOOL		60 ALLEN STREET				LAWRENCE		MA		01840	
LAWRENCE HIGH SCHOOL CAMPUS		70-71 NORTH PARISH ROAD				LAWRENCE		MA		01843	
LAWRENCE HIGH SCHOOL CAMPUS		70-71 NORTH PARISH ROAD				LAWRENCE		MA		01843	
EMILY G WETHERBEE SCHOOL		75 NEWTON STREET				LAWRENCE		MA		01843	
GERARD A GUILMETTE ELEMENTARY		80 BODWELL STREET				LAWRENCE		MA		01841	

CITY OF LAWRENCE, MA  
SHIPPING ADDRESS

LOCATION		ADDRESS 1		ADDRESS 2		CITY		STATE		ZIP CODE	
GERARD A GUILMETTE MIDDLE SCHOOL		80 BODWELL STREET				LAWRENCE	MA	01841			
LAWRENCE PUBLIC SCHOOLS		ASSESSMENT & ACCOUNTABILITY	237 ESSEX STREET			LAWRENCE	MA	01840			
LAWRENCE PUBLIC SCHOOLS		ASST SUPT FOR OPERATIONS/SUP'T	237 ESSEX STREET			LAWRENCE	MA	01840			
LAWRENCE PUBLIC SCHOOLS		ATHLETIC DIRECTOR'S OFFICE	70-71 NORTH PARISH ROAD			LAWRENCE	MA	01843			
LAWRENCE PUBLIC SCHOOLS		BUDGET & FINANCE	237 ESSEX STREET			LAWRENCE	MA	01840			
SOUTH LAWRENCE EAST SCHOOL		CHANNEL 10/MULTI MEDIA	165 CRAWFORD STREET			LAWRENCE	MA	01843			
BUILDING & FACILITIES MAINT		CITY OF LAWRENCE	1 AUBURN STREET			LAWRENCE	MA	01841			
STREET DEPARTMENT		CITY OF LAWRENCE	1 AUBURN STREET			LAWRENCE	MA	01841			
PARKS DEPARTMENT		CITY OF LAWRENCE	1 AUBURN STREET			LAWRENCE	MA	01841			
SANITATION/RECYCLING		CITY OF LAWRENCE	1 AUBURN STREET			LAWRENCE	MA	01841			
PARKS DEPARTMENT		CITY OF LAWRENCE	1 AUBURN STREET			LAWRENCE	MA	01841			
WATER DEPARTMENT DISTRIBUTION		CITY OF LAWRENCE	1 AUBURN STREET			LAWRENCE	MA	01841			
SEWER DEPARTMENT MAINTENANCE		CITY OF LAWRENCE	1 AUBURN STREET			LAWRENCE	MA	01841			
SOUTH BRANCH PUBLIC LIBRARY		CITY OF LAWRENCE	135 PARKER STREET			LAWRENCE	MA	01843			
COUNCIL ON AGING		CITY OF LAWRENCE	155 HAVERHILL STREET			LAWRENCE	MA	01840			
FIRE DEPARTMENT ENGINE 9		CITY OF LAWRENCE	161 1/2 BAILEY STREET			LAWRENCE	MA	01843			
CEMETERY DEPARTMENT		CITY OF LAWRENCE	170 MAY STREET			LAWRENCE	MA	01841			
WATER & SEWER DEPARTMENT		CITY OF LAWRENCE	200 COMMON STREET ROOM 204			LAWRENCE	MA	01840			
DEPARTMENT OF PUBLIC WORKS		CITY OF LAWRENCE	200 COMMON STREET ROOM 201			LAWRENCE	MA	01840			
OFFICE OF THE CITY COUNCIL		CITY OF LAWRENCE	200 COMMON STREET			LAWRENCE	MA	01840			
OFFICE OF THE MAYOR		CITY OF LAWRENCE	200 COMMON STREET			LAWRENCE	MA	01840			
OFFICE OF THE CITY ATTORNEY		CITY OF LAWRENCE	200 COMMON STREET			LAWRENCE	MA	01840			
OFFICE OF PERSONNEL		CITY OF LAWRENCE	200 COMMON STREET			LAWRENCE	MA	01840			
OFFICE OF CITY CLERK		CITY OF LAWRENCE	200 COMMON STREET			LAWRENCE	MA	01840			
OFFICE OF LICENSING COMMISSION		CITY OF LAWRENCE	200 COMMON STREET			LAWRENCE	MA	01840			

CITY OF LAWRENCE, MA  
SHIPPING ADDRESS

LOCATION	ADDRESS 1		ADDRESS 2		CITY	STATE	ZIP CODE
PARKING DIVISION	CITY OF LAWRENCE		200 COMMON STREET		LAWRENCE	MA	01840
OFFICE OF BUDGET & FINANCE	CITY OF LAWRENCE		200 COMMON STREET		LAWRENCE	MA	01840
OFFICE OF THE COMPTROLLER	CITY OF LAWRENCE		200 COMMON STREET		LAWRENCE	MA	01840
OFFICE OF THE PURCHASING AGENT	CITY OF LAWRENCE		200 COMMON STREET		LAWRENCE	MA	01840
OFFICE OF THE ASSESSOR	CITY OF LAWRENCE		200 COMMON STREET		LAWRENCE	MA	01840
OFFICE OF THE TAX COLLECTOR	CITY OF LAWRENCE		200 COMMON STREET		LAWRENCE	MA	01840
OFFICE OF THE TREASURER	CITY OF LAWRENCE		200 COMMON STREET		LAWRENCE	MA	01840
OFFICE OF INSPECTONAL SERVICE	CITY OF LAWRENCE		200 COMMON STREET		LAWRENCE	MA	01840
OFFICE OF VETERANS SERVICES	CITY OF LAWRENCE		200 COMMON STREET		LAWRENCE	MA	01840
RECREATION DEPARTMENT	CITY OF LAWRENCE		200 COMMON STREET		LAWRENCE	MA	01840
OFFICE OF ECONOMIC DEVELOPMENT	CITY OF LAWRENCE		225 ESSEX ST 3RD FLOOR		LAWRENCE	MA	01840
OFFICE OF COMMUNITY DEVELOPMENT	CITY OF LAWRENCE		225 ESSEX STREET 3RD FLOOR		LAWRENCE	MA	01840
OFFICE OF THE PLANNING DEPT	CITY OF LAWRENCE		225 ESSEX STREET 3RD FLOOR		LAWRENCE	MA	01840
FIRE DEPARTMENT ENGINE 7	CITY OF LAWRENCE		290 PARK STREET		LAWRENCE	MA	01841
MUNICIPAL GARAGE	CITY OF LAWRENCE		31 AUBURN STREET		LAWRENCE	MA	01841
FIRE DEPARTMENT ENGINE 8	CITY OF LAWRENCE		329 AMES STREET		LAWRENCE	MA	01841
WATER TREATMENT PLANT	CITY OF LAWRENCE		410 WATER STREET		LAWRENCE	MA	01840
FIRE DEPARTMENT ENGINE 6	CITY OF LAWRENCE		480 HOWARD STREET		LAWRENCE	MA	01841
LAWRENCE MUNICIPAL AIRPORT	CITY OF LAWRENCE		492 SUTTON STREET		NORTH ANDOVER	MA	01845
INFORMATION TECHNOLOGY DEPT	CITY OF LAWRENCE		51 LAWRENCE STREET 3RD FLOOR		LAWRENCE	MA	01840
LAWRENCE PUBLIC LIBRARY	CITY OF LAWRENCE		51 LAWRENCE STREET		LAWRENCE	MA	01840
FIRE ALARM	CITY OF LAWRENCE		60 BODWELL STREET		LAWRENCE	MA	01841
CENTRAL FIRE DEPARTMENT	CITY OF LAWRENCE		65 LOWELL STREET		LAWRENCE	MA	01840
FIRE DEPARTMENT LADDER 4	CITY OF LAWRENCE		71 S BROADWAY		LAWRENCE	MA	01843
LAWRENCE POLICE DEPARTMENT	CITY OF LAWRENCE		90 LOWELL STREET		LAWRENCE	MA	01840

CITY OF LAWRENCE, MA  
SHIPPING ADDRESS

LOCATION	ADDRESS 1		ADDRESS 2		CITY	STATE	ZIP CODE
LAWRENCE PUBLIC SCHOOLS	COMMUNITY & STUDENT ENGAGEMENT	237 ESSEX STREET	4TH FLOOR	LAWRENCE	MA	01840	
LAWRENCE PUBLIC SCHOOLS	COMPREHENSIVE SCHOOL REFORM	255 ESSEX STREET		LAWRENCE	MA	01840	
LAWRENCE PUBLIC SCHOOLS	DEVELOPMENT & GRANTS MGMT	237 ESSEX STREET		LAWRENCE	MA	01840	
JOHN BREEN SCHOOL	EARLY CHILDHOOD CENTER	114 OSGOOD STREET		LAWRENCE	MA	01843	
JAMES F HENNESSEY SCHOOL	EARLY CHILDHOOD CENTER	122 HANCOCK STREET		LAWRENCE	MA	01841	
JAMES I LAWLOR SCHOOL	EARLY CHILDHOOD CENTER	41 LEXINGTON STREET		LAWRENCE	MA	01841	
JOHN R ROLLINS SCHOOL	EARLY CHILDHOOD CENTER	451 HOWARD STREET		LAWRENCE	MA	01841	
LAWRENCE PUBLIC SCHOOLS	ENGLISH LANGUAGE LEARNERS	237 ESSEX STREET		LAWRENCE	MA	01840	
LAWRENCE PUBLIC SCHOOLS	FACILITIES MANAGEMENT OFFICE	233 HAVERHILL STREET		LAWRENCE	MA	01841	
LAWRENCE PUBLIC SCHOOLS	HEALTH SERVICES	237 ESSEX STREET		LAWRENCE	MA	01840	
LAWRENCE PUBLIC SCHOOLS	HUMAN RESOURCES	237 ESSEX STREET		LAWRENCE	MA	01840	
LAWRENCE PUBLIC SCHOOLS	INFORMATION SYST & TECHNOLOGY	70-71 NORTH PARISH ROAD		LAWRENCE	MA	01843	
LAWRENCE PUBLIC SCHOOLS	INSTRUCTIONAL TECHNOLOGY	255 ESSEX STREET		LAWRENCE	MA	01840	
NUTRITION SERVICES DEPARTMENT	LAWRENCE HIGH SCHOOL	70-71 NORTH PARISH ROAD		LAWRENCE	MA	01843	
HEALTH & HUMAN SVCS HIGH SCHOOL	LAWRENCE HIGH SCHOOL CAMPUS	70-71 NORTH PARISH ROAD		LAWRENCE	MA	01843	
UPPER SCHOOL ACADEMY	LAWRENCE HIGH SCHOOL CAMPUS	70-71 NORTH PARISH ROAD		LAWRENCE	MA	01843	
PERFORMING & FINE ARTS HS	LAWRENCE HIGH SCHOOL CAMPUS	70-71 NORTH PARISH ROAD		LAWRENCE	MA	01843	
MATH SCIENCE & TECHNOLOGY HS	LAWRENCE HIGH SCHOOL CAMPUS	70-71 NORTH PARISH ROAD		LAWRENCE	MA	01843	
BUSINESS MGMT & FINANCE HS	LAWRENCE HIGH SCHOOL CAMPUS	70-71 NORTH PARISH ROAD		LAWRENCE	MA	01843	
9TH GRADE ACADEMY	LAWRENCE HIGH SCHOOL CAMPUS	70-71 NORTH PARISH ROAD		LAWRENCE	MA	01843	
ABBOTT LAWRENCE ACADEMY	LAWRENCE HIGH SCHOOL CAMPUS	70-71 NORTH PARISH ROAD		LAWRENCE	MA	01843	
ENLACE	LAWRENCE PUBLIC SCHOOLS	70-71 NORTH PARISH ROAD		LAWRENCE	MA	01843	
10TH GRADE ACADEMY	LAWRENCE PUBLIC SCHOOLS	70-71 NORTH PARISH ROAD		LAWRENCE	MA	01843	
UP ACADEMY OLIVER	NORTH COMMON EDUCATION COM	233 HAVERHILL STREET	3RD FLOOR	LAWRENCE	MA	01840	
HIGH SCHOOL LEARNING CENTER	NORTH COMMON EDUCATION COM	233 HAVERHILL STREET		LAWRENCE	MA	01841	

CITY OF LAWRENCE, MA  
SHIPPING ADDRESS

LOCATION	ADDRESS 1		ADDRESS 2		CITY	STATE	ZIP CODE
NEW BEGINNINGS AT SES	NORTH COMMON EDUCATION COM	58 LAWRENCE STREET			LAWRENCE	MA	01840
SCHOOL FOR EXCEPTIONAL STUDIES	NORTH COMMON EDUCATION COM	58 LAWRENCE STREET			LAWRENCE	MA	01840
HIGH SCHOOL LEARNING CENTER	NORTH COMMON EDUCATION COM	58 LAWRENCE STREET			LAWRENCE	MA	01840
UP ACADEMY AT OLIVER SCHOOL	NORTH COMMON EDUCATION COM	58 LAWRENCE STREET			LAWRENCE	MA	01840
SCIENCE EDUCATION CENTER (SEC)	NORTH COMMON EDUCATION COM	58 LAWRENCE STREET			LAWRENCE	MA	01840
INTERNATIONAL HIGH SCHOOL	NORTH COMMON EDUCATION COM	233 HAVERHILL STREET			LAWRENCE	MA	01840
LAWRENCE PUBLIC SCHOOLS	P O BOX 1498	237 ESSEX STREET			LAWRENCE	MA	01840
LAWRENCE PUBLIC SCHOOLS	PARENT EDUCATION OFFICE	255 ESSEX STREET			LAWRENCE	MA	01840
LAWRENCE PUBLIC SCHOOLS	PRODUCTION & GRAPHIC DESIGN	70-71 NORTH PARISH ROAD			LAWRENCE	MA	01843
LAWRENCE PUBLIC SCHOOLS	SCHOOL BASED INSTR SUPT SVCS	255 ESSEX STREET			LAWRENCE	MA	01840
LAWRENCE PUBLIC SCHOOLS	SCHOOL IMPROV/PROF DEV	237 ESSEX STREET			LAWRENCE	MA	01840
LAWRENCE PUBLIC SCHOOLS	SCHOOL SAFETY	237 ESSEX STREET			LAWRENCE	MA	01840
SOUTH LAWRENCE EAST SCHOOL	SPARK ACADEMY	165 CRAWFORD STREET			LAWRENCE	MA	01843
LAWRENCE PUBLIC SCHOOLS	SPECIAL EDUCATION	237 ESSEX STREET			LAWRENCE	MA	01840
LAWRENCE PUBLIC SCHOOLS	STUDENT ACTIVITIES & VOLUNTEER	255 ESSEX STREET			LAWRENCE	MA	01840
LAWRENCE PUBLIC SCHOOLS	SUPERINTENDENT'S OFFICE	233 HAVERHILL STREET			LAWRENCE	MA	01840
LAWRENCE PUBLIC SCHOOLS	TEACHING & LEARNING	237 ESSEX STREET			LAWRENCE	MA	01840
LAWRENCE PUBLIC SCHOOLS	TRANSPORTATION SERVICES	237 ESSEX STREET			LAWRENCE	MA	01840