

**Addendum No. 1 to RFQ 17-11**



**CITY OF SOMERVILLE, MASSACHUSETTS**  
**Department of Purchasing**  
**JOSEPH A. CURTATONE**  
**MAYOR**

To: All Parties on Record with the City of Somerville as Holding RFQ 17-11,  
Processing Archivist REBID

From: Michael Richards, Assistant Purchasing Director

Date: October 21<sup>st</sup>, 2016

Re: Answer questions

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Answers to questions posed during the Q/A period are attached.

**Please acknowledge receipt of any and all Addendums (if applicable) by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.**

**NAME OF COMPANY / INDIVIDUAL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**TELEPHONE/FAX/EMAIL:** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED INDIVIDUAL:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDA:**

**Addendum #1** \_\_\_\_\_ **#2** \_\_\_\_\_ **#3** \_\_\_\_\_ **#4** \_\_\_\_\_

## **Addendum No. 1 to RFQ 17-11**

### **Questions Received**

Q. The ad says I need to deliver a sealed application to the Purchasing Department at 93 Highland Avenue in Somerville; is this where the records that need to be processed are also housed?

A. The records are housed, and will be processed, at 8 Bonair Street in Somerville.

Q. What should the application contain? Is there any specific paperwork I need, or do I just send in a cover letter, resumé and list of professional references?:

A. The complete list of documents you will need is listed on page 6 of the bid package – primarily it's a cover letter, qualifications package (resume, etc.), reference form, and a non-collusion/tax compliance form. All of these documents need to be included in a sealed envelope and returned to the attention of Michael Richards at the 93 Highland Avenue, Somerville, MA 02143 by 11:00am on November 1<sup>st</sup>

Q. How would the schedule look? I assume because the ad says 40 hours per week, this would be a 9 to 5 Monday to Friday type of schedule? Could this job be done during evenings and weekends?

A. The Schedule will be Monday – Friday 8:30am-4:30pm.

Q. Will I be working independently or with other Archivists?

A. The position will report to the Archivist, who will be working with the contractor in the same office.

Q. Once I complete and seal the application, do I need to personally deliver it to the Purchasing Department, or can I just mail it in?

A. Completed applications may be mailed or hand-delivered but it is the applicant's responsibility to ensure that the package is delivered by 11:00am – late proposals will not be considered.