

# City of Cambridge

PURCHASING DEPARTMENT

**Elizabeth Unger**  
Purchasing Agent

**SHUO WANG**  
Assistant Purchasing Agent for  
Goods & Services

**NATALIE SULLIVAN**  
Assistant Purchasing Agent for  
Design & Construction

**TO:** All Bidders  
**FROM:** City of Cambridge  
**DATE:** August 18, 2023  
**RE:** File No. 11140 Course Instructors for DHSP Afterschool Programs - Addendum No. 1

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**This addendum is comprised of:**

- I. TIME EXTENSION**
- II. SUBMITTED QUESTIONS AND ANSWERS**
- III. REVISED PRICE PROPOSAL**

**I. TIME EXTENSION**

Please note that the Above-referenced Invitation to Bid due date has been postponed for a period of One Week from

Thursday, August 24, 2023 at 11:00AM to Thursday, August 31, 2023 at 11:00AM.

**II. Submitted Questions and Answers:**

- Q:** I know it mentions just course instructors, but on pages 6 and 7, it mentions curriculum and also "2. Bidder is able to provide all necessary equipment for each child to participate in their respective course. 3. Bidder is able to prepare and execute an age-appropriate curriculum for the course." . I'm just clarifying the requirements are for curriculum, materials, and instruction- is that correct?
- A:** Yes.
- Q:** Are you looking for one vendor that can run all 6 types of programs across many sites, or can a vendor submit their program Nature Exploration and Fitness Classes?
- A:** Multiple contracts may be awarded as a result of this Invitation for Bid, bidders may bid on one or more sections but are not required to bid on all sections.





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### III. REVISED PRICE PROPOSAL

Multiple contracts may be awarded as a result of this Invitation for Bid. A contract will be awarded to the responsive and responsible bidder(s) offering the lowest total price(s) for each section as described in this bid document. **Bidders may bid on one or more sections but are not required to bid on all sections.** All prices shall remain firm throughout the contract term. The total price(s) shall include all labor, materials, and expenses.

The number of hours referenced below is an estimate based on the schedule outlined in the Scope of Services.

#### A) Nature Exploration Course Instruction

Total Hour Estimate: 444 hours

\$ _____ per hour x 444 hours (estimated) = \$ _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Hourly Rate</span> <span>Total Cost</span> </div>
Total Cost in Words: _____

#### B) Cooking and Healthy Eating Course Instruction

Total Hour Estimate: 629 hours

\$ _____ per hour x 629 hours (estimated) = \$ _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Hourly Rate</span> <span>Total Cost</span> </div>
Total Cost in Words: _____





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### C) Technology and Coding Course Instruction

Total Hour Estimate: **740 hours**

\$ \_\_\_\_\_ per hour x **740 hours** (estimated) = \$ \_\_\_\_\_

**Hourly Rate** **Total Cost**

Total Cost in Words: \_\_\_\_\_

### D) Chess Course Instruction

Total Hour Estimate: **740 hours**

\$ \_\_\_\_\_ per hour x **740 hours** (estimated) = \$ \_\_\_\_\_

**Hourly Rate** **Total Cost**

Total Cost in Words: \_\_\_\_\_

### E) Multi-Faceted Physical Fitness Course Instruction

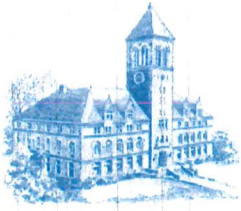
Total Hour Estimate: **888 hours**

\$ \_\_\_\_\_ per hour x **888 hours** (estimated) = \$ \_\_\_\_\_

**Hourly Rate** **Total Cost**

Total Cost in Words: \_\_\_\_\_





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F) Culturally Ethnic Cooking Course Instruction

Total Hour Estimate: **481 hours**

<p>\$ _____ per hour x <b>481 hours</b> (estimated) = \$ _____</p> <p><b>Hourly Rate</b> <span style="float: right;"><b>Total Cost</b></span></p> <p><b>Total Cost in Words:</b> _____</p>
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\_\_\_\_\_  
Signature of bidder

\_\_\_\_\_  
Name and Title (Printed)

All other details remain the same.

  
\_\_\_\_\_  
**Elizabeth Unger**  
Purchasing Agent

**Addendum No. 1**

