



Elizabeth Unger
Purchasing Agent

City of Cambridge

PURCHASING DEPARTMENT

SHUO WANG
Assistant Purchasing Agent for
Goods & Services

NATALIE SULLIVAN
Assistant Purchasing Agent for
Design & Construction

TO: All Bidders

FROM: City of Cambridge

DATE: June 25, 2024

RE: File No. 11610 – Municipal Offices ITD Interior Renovation - Addendum No. 2

This addendum is comprised of the following:

1. Question and Answers
2. Second Pre-bid sign in sheet (attached)

The following questions were asked and answered:

Question 1: Who is responsible for moving, storage and replacing the furniture, IT equipment, appliances & file cabinets?

Response: The GC is responsible for moving and relocating the furniture as necessary to perform the base contract work. Removing and disassembling the furniture from the walls may be required.

Question 2: Will the workstations remain in place and be painted around?

Response: Please see response to question 1.

Question 3: Is the preliminary IAQ plan part of the bid as referenced in the submittals section 1.4 page 018120-2?

Response: Confirmed, please provide a preliminary IAQ plan. Must meet or exceed recommendations of the Sheet Metal and Air Conditioning Contractors National Association (SMACNA) “IAQ Guidelines for Occupied Buildings Under Construction”

Question 4: Is it possible to work off business hours?

Response: Work is expected to be performed during regular business hours. We can review any specific need to work off-hours on a case by case basis.

Question 5: Will the IT staff be working remotely or relocated during the project?





Elizabeth Unger
Purchasing Agent

City of Cambridge

PURCHASING DEPARTMENT

SHUO WANG
Assistant Purchasing Agent for
Goods & Services

NATALIE SULLIVAN
Assistant Purchasing Agent for
Design & Construction

Response: We will work with the project team and the staff to coordinate when they will need to vacate the space. The expectation is that most staff will be working remotely during this project.

Question 6: Will items attached to the walls be removed and replaced by others?

Response: Please see response to question 1.

Question 7: Will pictures be posted for this bid. There is a walkthrough of the site today (6/2024) but we cannot make it.

Response: No

All other details remain the same.

Elizabeth Unger
Purchasing Agent

Addendum No. 2



