

THE CITY OF WALTHAM  
MASSACHUSETTS

PURCHASING DEPARTMENT

**BANKING SERVICES**

**ADDENDUM NO. 1**

May 23, 2012

**CHANGES, CORRECTIONS AND CLARIFICATIONS**

The attention of bidders submitting proposals for the above subject project is called to the following addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or clarification are all to be included in and form a part of the proposal submitted.

THE NUMBER OF THIS ADDENDUM (NO. 1) MUST BE ENTERED IN THE BLANK SPACE AT THE BOTTOM OF SCHEDULE 'E'.

**ITEM NO.: 1**      **ANSWERS TO POSED QUESTIONS.**

**Q1.** Please explain the “Uniform Format” does this apply to the Minimum Criteria form and the forms listed as appendix A through E and pricing Schedules A through E. Are these the only forms that can be submitted or can we follow the format we used in your 2009 bid?

**A1.** The Uniform Format requirement allows the city to evaluate proposals equally. Please use the format requested in the 2012 RFP, submit all of the required documents and avoid any reliance on past bids.

**Q2.** Can we include a cover letter or executive summary or both?

**A2.** Yes, you may do so

**Q3.** Financial Reports – Section 3.5 says they must be included with the bid. Page 13 #16 says they may be required within five days after the bid opening. Please clarify.

**A3.** Please include a summary financial report. However, the City retains the right to ask for more extensive financial statements as indicated in page 13 paragraph 16.

**Q4.** Can we supply an internet link to financial reports rather than submitting paper?

**A4.** No, the City is not permitted to receive any portion of the bid response in electronic format.

**Q5. Page 8 Bid Deposit – Is this required? If it is, what is the amount?**

**A5. The bid deposit is waved for this service.**

**End of Addendum 1**