

THE CITY OF WALTHAM  
MASSACHUSETTS

PURCHASING DEPARTMENT

**Janitorial Supplies, 2018**

**ADDENDUM NO. 2**

April 30, 2018

**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. 2) MUST BE ACKNOWLEDGED IN SECTION YOUR COVER LETTER.

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**ITEM 1: ANSWER TO POSED QUESTIONS**

1. Are the quantities listed ordered each month or once a year?
  - a. The quantities listed are estimated yearly orders. Orders are placed monthly or weekly for items used most frequently. Other not so frequently used are order once or twice per year
2. Would delivery of the requested quantity be delivered to one location or will it need to split shipped between different locations?
  - a. Two locations One Location for the school and one for the City side.
3. Can I mail in the bid or does it need to be submitted in person?
  - a. No. We require original signatures

**End of Addendum 2**