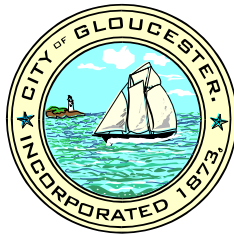


City Hall
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CITY OF GLOUCESTER

OFFICE OF THE PURCHASING AGENT

Webpage: www.gloucester-ma.gov Office: purchasing@gloucester-ma.gov

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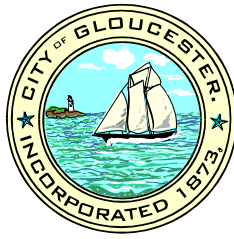
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TO: **All Interested Parties**
 FROM: **Donna Compton, Purchasing Agent**
 DATE: **May 17, 2021**

Reason(s) for Addendum: This addendum is being issued to respond to the questions asked via email

Question #1	With the recent government-imposed safety measures and restrictions implemented at national and local levels to prevent the further spread of the COVID-19 Virus and the potential delays that may occur with a physical package delivery due to the implemented safety measures, would Gloucester Public Schools consider accepting soft copy only submissions to ensure safe and timely delivery of responses and prevent the possibility of spreading COVID-19? If soft copy is not an option Gloucester Public Schools consider accepting signatures executed in DocuSign or in copy form?
Response	MGL c30B requires sealed envelopes, they did not change that during COVID. We have had many bid openings in the past year with no problems with UPS, Fedex, USPS or dropping off.
Question #2	Page 4, 2.A.4 states All equipment provided at GHS must be equipped with a line conditioning uninterruptible power supply, which must supply at least 30 minutes of power in the event of a power failure. Which will be maintained by the contractor.
Response	We will waive this item as the City/Schools Datacenter has UPS and generator backup in place.
Question #3	This RFP still calls for a 2 year max contract only– our previous quote was for 3 year. Can you do 3 year? Price changes significantly higher on 2 year if you can't. If you can do 3 year, why doesn't the RFP reflect that?
Response	Please change anywhere it states 2 years with option to renew for 1 year to "The duration of this contract will be for 3 years"
Question #4	Invoicing – Erate portion vs City of Gloucester portion - we can only invoice 1 entity for full amount – the City.; we will apply a credit to City's account when we collect Erate portion back from USAC/fed government – same as we do for all our Erate customers
Response	When E-rate is involved, the City/Schools get invoiced by the service provider directly and process payment. We will submit all invoices to E-rate for reimbursement based on the School's percentage of the bill.

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Question #5	Do you have flexibility on install timeline? RFP reads: Services must be installed and tested before June 18, 2021 with a go live date of July 1, 2021.
Response	The City feels these dates are reasonable, however if mutually agreed in writing they may be extended for a short period of time.

For the contractor:

For the City:

Company Name		City of Gloucester MA
Authorized Signature		Donna M. Compton
Title/Printed Name		Purchasing Agent
Date		

Note: All bidders must sign and submit with bid package. Failure to include signed form may disqualify the bid as incomplete.