



Town of Swampscott

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TO: All Bidders and Other Interested Parties
RFP No. 2020-14 (Municipal Auditing Services)
RFP No. 2020-15 (Municipal Assessing Services)

FROM: M. Ronald Mendes, Asst Town Administrator, Admin. & Finance

RE: Bid Opening Procedures & Bid Receipt Instructions

DATE: 7/9/2020

As you may know, Swampscott Town Hall is currently closed to the public in connection with the global pandemic resulting from the COVID-19 virus. Consequently, we are unable to hold traditional in-person bid opening. Therefore, we will be utilizing the following procedure for the bid opening:

BID OPENING DATE:	Thursday July 9, 2020 @ 11:00am
BID OPENING LOCATION:	Virtual Meeting (see details below)

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c.30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, the RFP Opening in connection with the above referenced procurements will be conducted via remote participation. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found within this posting below. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means.

Access to the bid opening can be obtained by the following means. Please note that if accessing the bid opening online or on the smartphone app, you will be muted upon entering the meeting but can be unmuted to speak by using the "raise your hand" feature in the application. If you are viewing the bid opening by phone, you can email questions in advance or during the meeting to Assistant Town Administrator Ronald Mendes at rmendes@swampscottma.gov.

1. Online:
 - Go to <https://swampscottma.zoom.us/j/5355385568>
 - You will need to download Zoom software to access this meeting and computer speakers to hear it
2. By Phone:
 - Call (929) 205-6099
 - Enter Meeting ID: 535 538 5568
3. Using the Zoom smartphone application:
 - Enter Meeting ID: 535 538 5568