

**Addendum No. 1 to BID 24-50**



**CITY OF SOMERVILLE, MASSACHUSETTS**  
**Department of Procurement and Contracting Services**  
**KATJANA BALLANTYNE**  
**MAYOR**

To: All Parties on Record with the City of Somerville as Holding BID 24-50

**Somerville Young Tree Training**

From: Sonia Castro

Date: 2/29/2024

Re: Questions and Answers- IFB 24-50  
Extension of Due Date from 3/6 to 3/8  
Price Forms Updates

**Addendum No. 1 to BID #24-50**

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**Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.**

**NAME OF COMPANY / INDIVIDUAL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**TELEPHONE/FAX/EMAIL:** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED INDIVIDUAL:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDA:**

**Addendum #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_**

## **Addendum No. 1 to BID 24-50**

Dear Bid Holders,

With this Addendum #1, the City of Somerville is Extending the Due date and providing answers to your questions.

### **Due Date Extension:**

The Due Date of 3/6/24 10am has been changed.

**The New Due Date is Now 3/8/24 11am.**

### **Price Forms:**

Price Forms are now updated to include a line item for Police Detail and widen the Unit and Total Price Columns.

### **Question and Answers:**

Following are questions we received, and the answers provided:

**Q1. I am requesting the individual location of the trees for the RFQ# 2024-23 Somerville Young Tree Training bid.**

**A1.** I don't have the full list available right now but can provide it no later than Monday 3/4/24. Generally speaking, the trees are located throughout the City (entirely or almost entirely along streets), with some focus on trees in Wards 1, 2, and 4 (eastern side of city).

**Q2. Who is responsible for hiring and paying if a police detail is needed for the job?**

**A2.** The contractor has to schedule the police detail as needed and pay for it, and then we will reimburse at \$504.00 per day. The Price form has been updated and now includes a line item for Police Detail which is estimated at \$504.00 per day.

Scheduling Police Details shall be the responsibility of the Contractor, with approval from the City Urban Forester. Police details are to be paid by the Contractor, who will then be reimbursed by the City upon request and *with proper documentation of the paid police detail expenses. The Contractor will not be paid any administrative or interest costs associated with police details. An*

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allowance for police details is included in the bid price (see addendum #1). Contractor shall pay police traffic detail bills within 14 days of receipt to avoid a 10% late payment surcharge. The City will not pay any late charges.

**Q3. Do we supply the mulch, or will it be provided for us?**

**A3.** Mulch will be supplied by the Contractor.

**Q4. What are the town's rules regarding the equipment and tools that are allowed to be used?**

**A4.** As described in the Equipment section of the Scope of Work and Technical Specifications in the RFQ: "All bidders must have in their possession or available to them by formal agreement at the time of bidding all equipment and supplies which are necessary to perform the work as outlined in these specifications, including but not limited to: pole pruner, pole saw, loppers, pruning shears, pruning saw, cultivator, vehicle. All pruning tools shall be sharp and properly maintained. The City may inspect such equipment or agreements prior to the awarding of a contract."

Other equipment can be used at the Contractor's discretion, as long as the equipment is used properly and does not cause any harm to the trees.

Additionally, all equipment must adhere to the [Noise Control Ordinance](#).

**Q5. Is electric saws and blowers what is allowed, or can you use fuel and oil machines?**

**A5.** Fuel and oil machines can be used.

End of Addendum 1