

Addendum No. 2 to IFB 25-01



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 IFB 25-01 for On Call Roof Repairs

From: Sonia Castro

Date: 7/30/2024

Re: **Revised Price Forms and Q&A**

Addendum No. 2 to IFB 25-01

Please acknowledge receipt of this Addendum by signing below and including this form in your bid 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. 2 to IFB 25-01

Dear Bid holders,

Addendum #2 was made to revise the Price Forms and provide answers to questions we received thus far.

Revised Price Forms:

Please note the Price Forms have been revised and attached with this Addendum #2. Please use and include the attached revised Price Forms in your bid.

Questions & Answers:

The following is the one question we received during the bid walk and answer provided:

Q1. Are there any planned projects under this contract?

A1. No, this contract is for on-call service and repairs only.

The following is a question we received via email and answer provided:

Q1. What is the estimated number of hours the contractors are supposed to use?

A1. Sections A, B, C and E all provide Estimated Hours per Year for each line item.

End of Addendum 2

IFB # 25-01

SECTION 3.0

FORM FOR GENERAL BID

The undersigned proposes to furnish all labor and materials required for: **On-call roof repairs for the City** In accordance with the accompanying plans and specifications as specified below, subject to additions and deductions according to the terms of the specifications.

The bidder certifies the following bulleted statements and offers to supply and deliver the materials and services specified below in full accordance with the Contract Documents supplied by the City of Somerville

- The bids will be received at the office of the Chief Procurement Officer, Somerville City Hall, 93 Highland Avenue, Somerville, MA 02143 no later than **08/06/24 by 2 PM EST**
- If the **awarded** vendor is a Corporation a "Certificate of Good Standing" (produced by the Mass. Sec. of State) must be furnished with the resulting contract (see Section 4.0.)
- **Awarded Vendor** must comply with Living Wage requirements (see Section 4.0; only for services)
- **Awarded Vendor** must comply with all applicable laws, including but not limited to the [Somerville Wage Theft Ordinance](#).
- **Awarded Vendor** must comply with insurance requirements as stated in Section 4.0.
- The Chief Procurement Officer reserves the right to accept or reject any or all bids and/or to waive any informalities if in her/his sole judgment it is deemed to be in the best interest of the City of Somerville.
- The following prices shall include delivery, the cost of fuel, the cost of labor, and all other charges.
- This form to be enclosed in sealed bid package.

Please bid on the items in the following price Forms. Prices are to include delivery, the cost of fuel and all other charges related to the services listed below.

Section A. Rates per hour for On-Call Roof Repairs Regular Time

Labor Rates Per Hour <u>Regular Time:</u> 8:00 AM – 4:00 PM, M–F	Estimated Hours per Year	Year 1 (2024-2025)		Year 2 (2025-2026)		Year 3 (2026-2027)	
		Hourly Rate	Total Price Hourly Rate × Est. Hours	Hourly Rate	Total Price Hourly Rate × Est. Hours	Hourly Rate	Total Price Hourly Rate × Est. Hours
1. Roofing Mechanic	325	\$	\$	\$	\$	\$	\$
2. Roofing Foreman	120	\$	\$	\$	\$	\$	\$
3. Sheet Metal Worker	50	\$	\$	\$	\$	\$	\$
4. Carpenter	50	\$	\$	\$	\$	\$	\$
5. Laborer	75	\$	\$	\$	\$	\$	\$
Annual Total Section A		\$		\$		\$	
3 Year Total Section A							

NOTE: Estimated Hours per Year - these amounts are for bid evaluation purposes and may not reflect actual hours of work.

Section B. Rates per hour for On-Call Roof Repairs Afterhours

Labor Rates Per Hour – <u>Afterhours</u> Time: 4:01 PM – 7:59 AM, M-F	Estimated Hours per Year	Year 1 (2024-2025)		Year 2 (2025-2026)		Year 3 (2026-2027)	
		Hourly Rate	Total Price Hourly Rate × Est. Hours	Hourly Rate	Total Price Hourly Rate × Est. Hours	Hourly Rate	Total Price Hourly Rate × Est. Hours
1. Roofing Mechanic	50	\$	\$	\$	\$	\$	\$
2. Roofing Foreman	25	\$	\$	\$	\$	\$	\$
3. Sheet Metal Worker	6	\$	\$	\$	\$	\$	\$
4. Carpenter	6	\$	\$	\$	\$	\$	\$
5. Laborer	8	\$	\$	\$	\$	\$	\$
Annual Total Section B		\$		\$		\$	
3 Year Total Section B		\$					

NOTE: Estimated Hours per Year - these amounts are for bid evaluation purposes and may not reflect actual hours of work.

Section C. Rates per hour for On-Call Roof Repairs Weekends & Holidays

Labor Rates Per Hour – <u>Weekends & Holidays</u>	Estimated Hours per Year	Year 1 (2024-2025)		Year 2 (2025-2026)		Year 3 (2026-2027)	
		Hourly Rate	Total Price Hourly Rate × Est. Hours	Hourly Rate	Total Price Hourly Rate × Est. Hours	Hourly Rate	Total Price Hourly Rate × Est. Hours
1. Roofing Mechanic	30	\$	\$	\$	\$	\$	\$
2. Roofing Foreman	15	\$	\$	\$	\$	\$	\$
3. Sheet Metal Worker	6	\$	\$	\$	\$	\$	\$
4. Carpenter	6	\$	\$	\$	\$	\$	\$
5. Laborer	8	\$	\$	\$	\$	\$	\$
Annual Total Section C		\$		\$		\$	
3 Year Total Section C		\$					

NOTE: Estimated Hours per Year - these amounts are for bid evaluation purposes and may not reflect actual hours of work.

Section D. Parts & Materials

Choose one of the following three (3) cost structures. Vendors will provide parts and materials to the City of Somerville at either:

(1) Retail, (2) Flat percentage discount, or (3) Flat percentage mark-up.

Option (1) Parts and Materials at Retail

	Year 1 (2024-2025)	Year 2 (2025-2026)	Year 3 (2026-2027)
Estimated Annual Budget for Parts & Materials at Retail No Mark-up & No Discount	\$40,000.00	\$40,000.00	\$40,000.00
Estimated 3 Year Total for Parts & Materials at Retail	\$		

Option (2) Parts and Materials at Discount

	Year 1 (2024-2025)	Year 2 (2025-2026)	Year 3 (2026-2027)
Estimated Annual Budget for Parts & Materials	\$40,000.00	\$40,000.00	\$40,000.00
Discount Rate	%	%	%
Discount Amount \$40,000 X Discount Rate	\$	\$	\$
Estimated Annual Total for Parts & Materials at Discount \$40,000 - Minus Discount Amount	\$	\$	\$
Estimated 3 Year Total for Parts & Materials at Discount	\$		

Option (3) Parts and Materials at Mark-up

	Year 1 (2024-2025)	Year 2 (2025-2026)	Year 3 (2026-2027)
Estimated Annual Budget for Parts & Materials	\$40,000.00	\$40,000.00	\$40,000.00
Mark-up Rate	%	%	%
Mark-up Amount \$40,000 X Mark-up Rate	\$	\$	\$
Estimated Annual Total for Parts & Materials at Mark up \$40,000 + Mark-up Amount	\$	\$	\$
Estimated 3 Year Total for Parts & Materials at Mark-up	\$		

NOTE: Estimated Annual Budget for Parts and Materials - these amounts are for bid evaluation purposes and may not reflect actual spend.

Section Total id rice			
	Grand Total Year 1 (2024-2025)	Grand Total Year 2 (2025-2026)	Grand Total Year 3 (2026-2027)
Grand Total per Year Annual Total of Section A + Annual Total Section B + Annual Total of Section C + Annual Total of Section D	\$	\$	\$
Grand Total for All 3 Years Grand Total Year 1 + Grand Total Year 2 + Grand Total Year 3	\$		

Section E. Optional – Snow Removal Services

Not providing a price under this section will **not** result in bid disqualification.

Snow Removal per Hour	Estimated Hours per Year	Year 1 (2024-2025)		Year 2 (2025-2026)		Year 3 (2026-2027)	
		Hourly Rate	Total Price Hourly Rate × Est. Hours	Hourly Rate	Total Price Hourly Rate × Est. Hours	Hourly Rate	Total Price Hourly Rate × Est. Hours
<u>Regular Time:</u> 8:00 AM – 4:00 PM, M-F	75	\$	\$	\$	\$	\$	\$
<u>Afterhours Time:</u> 4:01 PM – 7:59 AM, M-F	40	\$	\$	\$	\$	\$	\$
<u>Weekends & Holidays</u>	15	\$	\$	\$	\$	\$	\$
Annual Total Section E		\$		\$		\$	
3 Year Total Section E		\$					

NOTE: Estimated Hours per Year - these amounts are for bid evaluation purposes and may not reflect actual hours of work.

In the alternative, the Bidder hereby discloses a criminal or civil judgment, administrative citation, administrative determination, or debarment, within five years prior to bid submission. Included with the Bid is a copy of the same, in addition to documentation demonstrating that all damages, fines, costs, and fees have been paid.

The Undersigned Bidder has submitted all requested referenced information on the Reference Form.

The Undersigned Bidder understands that the contractor and subcontractors will be required to pay prevailing wages to laborers and mechanics, and that if the Undersigned's bid is significantly below the average bid, the Awarding Authority may require the Bidder to substantiate that the bid is based on payment of wages at prevailing rates.

The Undersigned Bidder certifies that it can achieve substantial and final completion by the dates notes in Section 2.2, herein, unless otherwise noted in the Notice to Proceed as delivered to the awarded vendor.

Should certain additional work be required, or should the quantities of certain classes of work be increased or decreased from those required by the Contract Documents, by authorization of the City, unit prices listed on the attached "Unit Price Form" shall at the option of the City be the basis of payment to the Contractor or credit to the City, for such increase or decrease in the work. The unit prices shall represent the exact net amount per unit to be paid the Contractor (in the case of addition or increase) or to be refunded the City (in the case of decrease). Contractually noted adjustments will be allowed for overhead, profit, insurance or other direct or indirect expenses of the Contractor or Subcontractors.

The unit prices shall include cost of fuel, all labor, materials, equipment, overhead, profit, insurance, etc. to cover the finished work of the several kinds called for. Changes shall be processed in accordance with the provisions of the General Conditions governing changes in the work.

Executed this _____ day of _____, 20____.

Name of Company/Individual:

Address, City, State, Zip:

Tel #

Email:

Name and Title of Person Signing

Signature of Authorized Individual

Please acknowledge receipt of any and all Addenda (if applicable) by signing below and including this form in your bid package. Failure to do so may subject the proposer to disqualification.

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ #2 _____ #3 _____ #4 _____ #5 _____ #6 _____ #7 _____ #8 _____ #9 _____ #10 _____