

Addendum No. 2 to IFB 25-05



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 25-05 On-Call Fleet Repairs**

From: Sonia Castro Date: 9/5/2024

Re: **Q & A and Side Guard Ordinance-Ackn Form**

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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 _____

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Dear bid holders,

The following are questions we received, and answers provided:

Inquiry 1.

Good Afternoon,

I am writing to address a couple of matters related to the on-call fleet repair bidding process. As the deadline for submitting questions is tomorrow, I would appreciate your prompt assistance in clarifying the following:

1. ****ASE Certification****: Does the repair shop submitting the bid need to be ASE certified? If so, what specific proof of certification is required, and how should it be submitted?

Please provide copies of ASE certificates for each employee designated to work under the contract with your bid.

2. ****Reference Letters****: Is it mandatory to list each and every company with their phone numbers in the reference letters?

Please complete the Reference Form (p. 31 of the Bid Package) and include at least three (3) professional references with contact information. Reference letters written by customers or vendors are not required.

3. Additionally, I recently joined Xpress bid but could not locate the On-Call Fleet Repair under any category. Therefore, I plan to submit a hardcopy of my bid by September 5th.

To locate the bid, you can run a search for fleet. If you still can't locate the bid, please contact BidExpress customer support team:

- Email: bidexpress.support@infotechinc.com
- Call toll free [+1 \(888\) 352-2439](tel:+18883522439)
 - Option #1 for vendors

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Inquiry 2.

I was reviewing Bid IFB 25-05 and I have some questions. The bid seems to be a generic contract for construction more than auto repair. The contract has a lot of items that I would consider unrelated to the scope of auto repair. Should I separate these items and if so, what is the recommended way to do so? My questions are below.

1. Three letters of reference. Does this mean from my customers?

Please complete the Reference Form (p. 31 of the Bid Package) and include at least three (3) professional references with contact information. Reference letters written by customers or vendors are not required.

2. What is the contract's definition of "on-call"? Are there set parameters or is it 24/7?

"On-call repairs" are defined as repairs requested by the Superintendent of Highways or DPW Designee. The Vendor will not be expected to perform any repairs without written authorization from the Superintendent of Highways or DPW Designee. Most repairs will be scheduled during normal business hours (8:00 AM – 4:30 PM), but the City reserves the right to request emergency repairs after hours or on weekends and holidays. There are designated fields in Section A. of the Price Form (p. 15 of the Bid Package) for the Vendor to bid different labor rates for each wage category.

3. Background letters for qualifications. Would my ASE certification be enough?

Proof of ASE Certification (a copy of ASE certificate) for all technicians designated to work under the contract is sufficient proof of qualifications.

4. The Somerville Ordinance to Safeguard form did not display correctly (see attached). Can that be sent again?

The form is now made part of this addendum.

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SOMERVILLE ORDINANCE TO SAFEGUARD

VULNERABLE ROAD USERS

CITY OF SOMERVILLE CODE OF ORDINANCES ARTICLE VIII, SEC. 12-117 et seq.

Prospective contractors must familiarize themselves with the City of Somerville's Ordinance to Protect Vulnerable Road Users. The full text of this local law can be found [here](#).

1. **Request for Inspection:** Inspections are conducted on Thursdays from 4pm-7pm at the Somerville Department of Public Works, located at 1 Franey Road. Each inspection takes approximately 20 minutes.

a. Any vendor covered by this Ordinance shall complete an inspection request form and email it to fleetinspections@somervillema.gov.

b. Please submit request form no later than 3pm on the Tuesday before the requested inspection date.

2. **Fee:** The fee for the initial inspection is \$100. The fee for a renewal inspection (every two years) is \$50.

a. Payment of the fee is due upon scheduling of the inspection. The fee can be paid via check or credit card. Checks should be made out to the City of Somerville and include the vendor's phone number.

3. **Approval:** Vehicles inspected and approved by the Fleet Division will have an inspection approval sticker affixed to the windshield of the vehicle. A copy of the inspection report and certificate of inspection shall be issued to the vendor.

a. Inspection stickers are not transferable.

b. Any major overhaul of safeguard equipment shall be required to be re-inspected.

4. **Rejection:** If a vehicle is rejected for failing to comply with any of the technical specifications outlined in the ordinance, it shall be corrected and henceforth re-inspected within 30 days at no additional fee.

a. If a second inspection results in a rejection, a fee of \$50 will be required for any subsequent inspections.

b. Any vendor who fails to comply within 60 days of their first inspection may be subject to having their contract cancelled.

5. **Questions:** Please direct questions about vehicle inspections to Department of Public Works, at:

fleetinspections@somervillema.gov or call 617-625-6600 ext. 5100

Acknowledgement

In accordance with Sec. 12-119 "Requirements" in the Ordinance, bidders must sign the following:

Unless certified that the Ordinance is not applicable to this contract or otherwise waived by the City, I acknowledge that my company has installed (or will install prior to commencing work for the contract) side guards, cross-over mirrors or equivalent blind spot countermeasures, convex mirrors or equivalent blind spot countermeasures, side-visible turn signals, and appropriate warning signage, in accordance with SCO Chapter 12, Article VII on all large vehicles it uses or will use within the City of Somerville in connection with any contract.

Authorized Signatory's Name

Date

Company Name

I certify that the Ordinance does not apply to this contract for the following reason:

☐ Vehicles do not meet or exceed Class 3 GVWR

☐ Vehicles do not exceed 15 MPH

☐ No vehicles on project

☐ Other: _____

ORDINANCE REQUIREMENTS

LATERAL PROTECTIVE DEVICES (SIDE GUARDS)

- Vehicles must have device installed between the front & rear wheels to help prevent injuries to vulnerable road users, particularly from falling underneath the vehicle.



SIDE-VISIBLE TURN SIGNALS

- Vehicles must have at least one turn signal lamp on each side of the vehicle that is visible from any point to the left and right side along the full length of the vehicle.



CONVEX MIRRORS

- Vehicles must have mirrors which enable the driver to see anything that is three feet above the road and one foot in feet of or along side of the vehicle.



CROSS-OVER MIRRORS

- Vehicles must have mirrors that enable the driver to see anything at least three feet tall passing one foot in front of the vehicle and the area in front of the bumper where direct vision is not possible.

SAFETY DECALS

- Vehicles must have a minimum of three reflective decals on the rear and sides.
- The decals must be “safety yellow” in color and include language or images that warn of blind spots.

COMMON QUESTIONS

WHAT TYPES OF VEHICLES DOES THIS ORDINANCE APPLY TO? This ordinance applies to Class 3 or above vehicles with a gross vehicle weight rating exceeding 10,000 lbs., except for an ambulance, fire apparatus, low-speed vehicle with max speed under 15 mph, or agricultural tractors.

CAN TOOL BOXES BE USED AS SIDE GUARDS? Yes, as long as the tool box meets all of the required measurements in the ordinance.

IF I RENT TRUCKS FOR A JOB, DO THOSE VEHICLES NEED TO BE INSPECTED AND PERMITTED? Yes.

DO SUBCONTRACTORS' TRUCKS WORKING ON A CITY CONTRACT NEED TO BE INSPECTED & PERMITTED? Yes.

WILL THE CITY DO AN OFF-SITE INSPECTION FOR LARGER FLEETS? Yes, depending on the availability of inspectors and the distance to the site.

REGISTER FOR AN INSPECTION

Email inspection forms to: FleetInspections@SomervilleMA.gov



CITY OF SOMERVILLE

TRUCK SIDE GUARD ORDINANCE

Collisions with large vehicles are disproportionately likely to result in cyclist and pedestrian fatalities. The City of Somerville's Ordinance to Safeguard Vulnerable Road Users aims to prevent cyclists and pedestrians from the risk of being struck by a large vehicle because of limited driver visibility and lack of side-visible turn signals, as well as falling under the sides of large vehicles and being caught under the wheels.

The ordinance applies to large motor vehicles that are Class 3 or above with a gross vehicle weight rating (GVWR) exceeding 10,000 pounds, except for an ambulance, fire apparatus, low-speed vehicle with a maximum speed under 15 mph, or an agricultural tractor.

