

Addendum No. 2 to IFB 25-28



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 25-31 Repair & Maintenance of Door Systems**

From: Sonia Castro

Date: 12/17/2024

Subject: Questions & Answers

Addendum No. 2 to IFB 25-31

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,

Following are the questions received during the site visit, and by email and answers provided:

Questions received during the site visit and answers provided:

Q1. Are access controls (ex. badge readers) included in the scope of work?

A1. No, only repairs to doors and doors systems are included in this IFB.

Q2. Is there a limit to the markup a vendor may apply?

A2. Bidders may choose to provide parts and materials at one of the three following cost structures: At Cost, Markup, or Discount. The language of the IFB does not set a limit to the markup/discount rate.

Q3. What are the limits/requirements around utilizing subcontractors under this contract?

A3. The Vendor must obtain written approval from the Superintendent of Buildings or DPW Designee before subcontracting any portion of the Work under this contract.

Q4. What is the procedure for quotes under this contract?

A4. The Contractor must provide written quotes for any and all work costing over \$9,999. The Superintendent of Buildings or DPW Designee must authorize any and all work in writing before work can begin.

Question received by email and answer provided:

Q5. The use of subcontractors

- Because this bid encompasses two aspects of doors, both swinging doors (standard doors as well as automatic door repairs and service)
 - We would directly service the swinging aspects of the door (hinges, doors, standard closers, etc.)
 - We would intend to sub-contract the service of the automatic doors (as it is a specialty) that we do not perform
- Would the use of a sub-contractor be treated as a material mark up on their service
(Hypothetically - if our mark up on product was 10% or mark up on a sub-contractor would be 10 %)

A5. The only Mark-up or Discount option available in this IFB pertain to Parts & Materials Only.

Hourly Labor Rates submitted must be Flat Rates, and bidders should account for any subcontractor cost in their calculations when preparing their bids.

Additionally, all invoicing must come directly from the primary vendor. The City will not accept invoices submitted by subcontractors.

End of Addendum 2.