

Addendum No. 2 to IFB #25-29



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 #25-29 Urban Horticultural Management Program

From: Felisa Gárate, Procurement Analyst

Date: 1/22/2025

Re: Revisions to the Price Form
Extension of Bid Submission Deadline

Addendum No. 2 to IFB #25-29

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** _____

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TO ALL BIDDERS: Bidders are hereby informed that Contract Documents for the above-mentioned contract are modified, corrected, and/or supplemented as follows and Addendum No. 2 becomes part of the Contract Documents.

Clarifications and Revisions:

- This addendum updates the Price Form in order to provide clarity on mulching. The revised Price Form is provided below.
- **Extended Bid Submission Deadline to: Friday, January 24th, 2025, at 11AM**

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Attachment #1

Revised Price Form (Section 3.0 Pricing)

IFB # 25-29
SECTION 3.0
PRICING

By signing this Price Form, the Proposer 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 entitled: Urban Horticultural Management Program

- 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 **01/24/2025 by 11AM 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.

Section A.

Please provide Unit Price for the following and include any additional fees not listed.

<u>Horticultural Task Rate Sheet</u>				
Type of Work	Unit	Unit Price (\$) Year 1 (3/11/25 – 12/31/25)	Unit Price (\$) Year 2 (1/1/26 – 12/31/26)	Unit Price (\$) Year 3 (1/1/27 – 12/31/27)
1. Herbaceous plant care (including deadheading, trimming, seed-spreading, and transplanting)	Hourly rate			
2. Pruning shrubs, low-hanging tree branches & vines	Hourly rate			
3. Hand weeding	Hourly rate			
4. General cleanup & maintenance	Hourly rate			
5. Amending soil with compost, fertilizer, or other approved soil amendments	Hourly rate			
6. Reporting & administration time	Hourly rate			
7. Massachusetts Certified Horticulturalist	Hourly rate			

Section B.

The one-year maintenance price will be based on the Task Schedule and Horticultural Care Manual included with the bid documents. **Do not include mulching in this bid amount.**

<u>03/11/25 – 12/31/27 Total Bid Amount</u>			
Park Name	Year 1 Maximum Price	Year 2 Maximum Price	Year 3 Maximum Price
	(3/11/25 – 12/31/25)	(1/1/26 – 12/31/26)	(1/1/27 – 12/31/27)
1. Total Fee for Execution of Chuckie Harris Park Horticultural Maintenance:	\$	\$	\$
2. Total Fee for Execution of City Hall Pollinator Demonstration Garden Horticultural Maintenance:	\$	\$	\$
3. Total Fee for Execution of Conway Park Horticultural Maintenance:	\$	\$	\$
4. Total Fee for Execution of Henry Hansen Park Horticultural Maintenance:	\$	\$	\$
5. Total Fee for Execution of Hoyt Sullivan Playground Horticultural Maintenance:	\$	\$	\$
6. Total Fee for Execution of Ken Kelly Park* Horticultural Maintenance: *beginning in Fall 2025	<i>Note: Only one visit in 2025: Fall</i> \$	\$	\$
7. Total Fee for Execution of Lincoln Park Horticultural Maintenance:	\$	\$	\$
8. Total Fee for Execution of Lou Ann David Park Horticultural Maintenance:	\$	\$	\$
9. Total Fee for Execution of Prospect Hill Park Horticultural Maintenance:	\$	\$	\$

10. Total Fee for Execution of Quincy St Open Space* Horticultural Maintenance:	\$	<i>Note:</i> Only two visits in 2026 because the park will be closed for construction part of the year.	\$
11. Total Fee for Execution of Somerville Junction Park* Horticultural Maintenance: *beginning in Late Summer 2025	\$	<i>Note:</i> Only two visits in 2025: Late Summer + Fall	\$
12. Total Fee for Execution of Symphony Park Horticultural Maintenance:	\$	\$	\$
Total Yearly Amount:	\$	\$	\$
Total Fee for 34-Month Horticultural Maintenance Contract:	\$		
Total Fee for 34-Month Horticultural Maintenance Contract (in words):			

Section C.

<u>Extra Costs – As Needed</u>				
Type of Work	Unit	Unit Price (\$) Year 1 (3/11/25 – 12/31/25)	Unit Price (\$) Year 2 (1/1/26 – 12/31/26)	Unit Price (\$) Year 3 (1/1/27 – 12/31/27)
Mulching – Application only. DPW will supply material	Hourly Rate	\$	\$	\$

Name of Company/Individual:	
Address, City, State, Zip:	
Tel #	Email:

**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** ____