

Addendum No. 2 to IFB #25-60



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 #25-60 Somerville
City-Wide Landscaping Services

From: Felisa Gárate, Procurement Analyst

Date: 4/16/2025

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

Addendum No. 2 to IFB #25-60

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. 2 to IFB #25-60

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:

- Revisions to Price Form
 - This addendum updates the Price Form in order to provide clarity by fixing the typo on Section A. The description in Section A of the Price Form should read “Fee per visit includes Labor, Equipment & Disposal Costs for weekly/biweekly services, as described in Section **2.2** of the Scope of Work”. The revised Price Form is provided below. Bidders must utilize the corrected Price Form. Please reference the top of page 9 of the bid package “Modification or Withdrawal of Bids, Mistakes, and Minor Informalities” if you have already submitted a bid.
- **Extended Bid Submission Deadline to: Friday, April 18th, 2025, at 11AM**

IFB # 25-60
SECTION 3.0
FORM FOR GENERAL BID

The undersigned proposes to furnish all labor and materials required for: Somerville City-Wide Landscaping Services

In accordance with the accompanying plans and specifications prepared by The Department of Public Works and 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 **4/16/2025 by 2:30 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.

Section A. Scheduled Landscaping Work

Fee per visit includes Labor, Equipment & Disposal Costs for weekly/biweekly services, as described in Section 2.2 of the Scope of Work.

Note: Year 1 term is 9/9/25-12/31/25. Estimated number of visits in Year 1 is reduced to reflect shortened contract term.

Locations	Land-scaping Area (sq. ft.)	Year 1: 2025		Year 2: 2026		Year 3: 2027	
		Fee per Visit (3-person crew)	Total Cost (Rate per Visit × 15 visits)	Fee per Visit (3-person crew)	Total Cost (Rate per Visit × 30 visits)	Fee per Visit (3-person crew)	Total Cost (Rate per Visit × 30 visits)
Armory Building: 191 Highland Ave.	Approx. 6,500	\$	\$	\$	\$	\$	\$
Capuano Early Childhood Education Center: 150 Glen St.	Approx. 8,000	\$	\$	\$	\$	\$	\$
East Somerville Community School: 50 Cross St./115 Pearl St.	Approx. 108,900	\$	\$	\$	\$	\$	\$
Healey School: 5 Meacham St.	Approx. 19,100	\$	\$	\$	\$	\$	\$
Kennedy School: 5 Cherry St.	Approx. 5,500	\$	\$	\$	\$	\$	\$
Somerville High School: 81 Highland Ave.	Approx. 18,675	\$	\$	\$	\$	\$	\$
West Somerville Neighborhood School: 177 Powder House Blvd.	Approx. 9,000	\$	\$	\$	\$	\$	\$

Annual Totals: Sum of Total Cost for all locations for each year	\$	\$	\$
Subtotal Section A: Sum of Annual Totals for All 3 Years	\$		

Section B. On-Call Landscaping Work							
Hourly rate includes Labor, Equipment & Disposal Costs							
Description	Estimated Hours	Year 1: 2025		Year 2: 2026		Year 3: 2027	
		Hourly Rate (3-person crew)	Total Cost (Hourly Rate × Est. Hours)	Hourly Rate (3-person crew)	Total Cost (Hourly Rate × Est. Hours)	Hourly Rate (3-person crew)	Total Cost (Hourly Rate × Est. Hours)
Hourly Rate for 3-person crew	200	\$	\$	\$	\$	\$	\$
Annual Totals: Total Cost for each year		\$		\$		\$	
Subtotal Section B: Sum of Annual Subtotals for All 3 Years		\$					

Section C. Budget for Parts & Materials			
Bidders will provide parts and materials (including new plant materials) to the City of Somerville according to one of the following cost structures: (1) at Cost, (2) a flat percentage discount, or (3) a flat percentage mark-up.			
[] Option 1: Parts & Materials at Cost			
	Year 1: 2025	Year 2: 2026	Year 3: 2027
Estimated Annual Budget for Parts & Materials	\$10,000.00	\$10,000.00	\$10,000.00
Estimated Annual Totals for Parts & Materials at Cost	\$	\$	\$
[] Option 2: Parts & Materials at Discount			
Estimated Annual Budget for Parts & Materials	\$10,000.00	\$10,000.00	\$10,000.00
Discount Rate	%	%	%
Discount Amount \$10,000.00 × Discount Rate	– \$	– \$	– \$
Estimated Annual Totals for Parts & Materials at Discount \$10,000.00 – Discount Amount	\$	\$	\$
[] Option 3: Parts & Materials at Markup			
Estimated Annual Budget for Parts & Materials	\$10,000.00	\$10,000.00	\$10,000.00
Mark-up Rate	%	%	%

Mark-up Amount \$10,000.00 × Mark-up Rate	+ \$	+ \$	+ \$
Estimated Annual Totals for Parts & Materials at Mark-up \$10,000.00 + Mark-up Amount	\$	\$	\$

Subtotal Section C: Sum of Estimated Annual Totals for Parts & Materials for All 3 Years	\$		
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Section D. Total Bid Pricing			
	Year 1: 2025	Year 2: 2026	Year 3: 2027
Annual Bid Totals: Annual Total Section A + Annual Total Section B + Annual Total Section C	\$	\$	\$
Total Bid Price: Annual Bid Total Year 1 + Annual Bid Total Year 2 + Annual Bid Total Year 3	\$		

The proposed contract price is (total bid in figures):	
\$	
Total in words:	
(If applicable) The contract price does not include the items listed on the attached "Bid Form for Alternates;" the bidder understands that the project construction cost estimate provided by the City is inclusive of all the work described in this form.	
The undersigned agrees that, if he is selected as general contractor, he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this bid and furnish a performance bond and also a labor and materials or payment bond (as indicated in the "Key Project Information" section on the 2nd page of this bid), each of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the awarding authority and each in the sum of the contract price, the premiums for which are to be paid by the general contractor and are included in the contract price; provided, however, that if there is more than one surety company, the surety companies shall be jointly and severally liable.	
The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and that he will comply fully with all laws and regulations applicable to awards made subject to section 44A.	
The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.	
<p>The Undersigned Bidder certifies under the penalties of perjury that:</p> <p>(1) Pursuant to M.G.L. c. 62C, §49A, to the best of the signatories knowledge and belief, that the Undersigned Bidder is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support, as well as paid all contributions and payments in lieu of contributions pursuant to MGL 151A, §19A(b); and,</p> <p>(2) the Federal Employer Identification Number (EIN) of the Bidder is: --</p>	
The Undersigned Bidder certifies under penalties of perjury that the Bidder is not presently debarred from doing federal or state public construction work, that the Bidder has not had its low bid rejected by any municipality in the previous two years, except:	
in which case the reasons for rejection were as follows:	
The Undersigned Bidder certifies under penalties of perjury that the Bidder will comply with all applicable laws, including City of Somerville ordinances that include but are not limited to: living wage ordinance , ordinance to protect vulnerable road users , responsible employer ordinance , and ordinance to protect against wage theft .	
As a condition of this bid, the bidder hereby certifies that neither the bidder nor any of the bidder's subcontractors have been subject to a criminal or civil judgment, administrative citation, final administrative determination, order, or debarment resulting from a violation of M.G.L. c. 149, M.G.L. c. 151, or 29 U.S.C. § 201 et seq. within five years prior to bid submission.	

<p>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.</p>	
<p>The Undersigned Bidder has submitted all requested referenced information on the Reference Form.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>Executed this _____ day of _____, 20____.</p>	
<p>Name of Company/Individual:</p>	
<p>Address, City, State, Zip:</p>	
<p>Tel #</p>	<p>Email:</p>
<p>Name and Title of Person Signing</p>	
<p>Signature of Authorized Individual</p>	
<p>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.</p>	
<p>ACKNOWLEDGEMENT OF ADDENDA:</p>	
<p>Addendum #1 _____ #2 _____ #3 _____ #4 _____ #5 _____ #6 _____ #7 _____ #8 _____ #9 _____ #10 _____</p>	