Addendum No. 4 to RFP #25-61

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 RFP #25-61 Parking
        Management Information System

From: Felisa Gárate, Procurement Analyst

Date: 5/20/2025

Re: Questions and Answers

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**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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#	Question	Answer
1.	The initial 3-year lump sum fee is supposed to be all inclusive, right? This was the first cost sheet provided when the bid released.	Correct. The lump sum to be provided on the Price Form (Section 3.0 of the RFP) is an all-inclusive fee for 3 years. It should include the cost for all items required and specified in the Scope of Work (Section 2.0 of the RFP). Everything that is included in the fee should be checked off on the Price Matrix.
2.	The Price matrix was released, and it includes 70+ items that the City wants an itemized cost for, but then it has instructions to check if this is included in the cost proposal or "see price list". Following question 1 - shouldn't they all be included?	Yes, all items on the Price Matrix released in addendum 2 should be included in your price proposal. The City requires a detailed price proposal showing any/all underlying unit cost breakdowns and any/all additional fees. The Price Matrix was released in order to make it easier for the City to make apples-to-apples comparisons of the unit cost breakdowns provided by vendors. A responsive proposer would have a check mark for all items in the "Included in Price" column. **The PCO equipment and Cashiering equipment were optional for yearly cost.**
3.	Addenda 2 states to complete the lump sum price, the price matrix, and a separate detailed proposal by the vendor including unit costs and price breakdowns. So, 3 cost sheets are required?	Correct.