

**Addendum No. 2 to IFB #26-24**



**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 #26-24  
HVAC Automated Controls System Maintenance - Open Protocol

From: Logan Carroll

Date: 11/17/2025

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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### Questions and Answers

#### Preventative Maintenance Scope & Labor Expectations

1. What are the expected weekly **on-site** and **remote** man-hours included under the Preventative Maintenance Program flat monthly fee?
  - a. The breakdown of on-site and remote hours is flexible depending on needs of the week. There may be some weeks where the majority of the necessary work is remote, and others where more on-site hours are required.
2. What labor activities are considered included under the flat monthly fee (e.g., routine service, troubleshooting, minor repairs)?
  - a. Routine service, troubleshooting, and minor repairs are included in the fixed cost of the Preventative Maintenance (PM) Program. Changes to system operations including, but not limited to, adding a new zone, relocating or decommissioning an existing control panel, installing a new or replacement control panel, and resolving major component failure are not included in the fixed cost of the PM Program and are billable according to the labor and supply rates included in the Price Form.
3. How are **On-Call** or **Emergency Service** labor charges handled? What is included vs. billed separately?
  - a. On-Call or Emergency Service should be invoiced separately from the monthly fee for the PM Program.
4. What are the required weekly hours for the **Senior Technician** and **Junior Technician**, and can alternative scheduling (e.g., 32-hour / 4-day week) be proposed if cost-neutral?
  - a. Bidders may propose alternative scheduling as long as the technicians can complete the necessary work and meet the weekly requirement for hours.
5. “The ACC’s technicians designated for work under this Agreement will be available for a minimum of 40 hours per week to complete the Work.  
“Of these two (2) service technicians, at least one (1) will be a Senior Control Technician designated to work 30 hours per week on the City’s systems.”
  - o Is this request to be 40 hours per week or 30 hours per week?
  - a. The Senior Technician will work 30 hours per week. The combined weekly hours for the Senior and Junior Technician will be 40 hours per week.
6. Is the **Semi-Annual Recommissioning** work to be included in the required hours requested per week?
  - a. Yes.

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### Materials, Parts, Software & Budgeting

7. What materials and consumables are included in the flat monthly fee, and which are billable?
  - a. All materials and consumables used for routine service will be included in the fixed monthly fee of the PM Program. Materials and consumables used for On-Call or Emergency Service will be billable.
8. Does the “**Estimated Annual Budget for Parts & Materials**” represent:
  - o A City-held budget for material expenses, or
  - o Materials to be carried within the contractor’s fixed monthly fee?
  - a. The Estimated Annual Budget for Parts & Materials represents the City’s budget for materials not included in the fixed monthly fee of the PM Program. The estimate is based on historic and anticipated spending.
9. Does the “**Estimated Annual Budget for Software Upgrades & Licenses**” function similarly (City-funded vs. contractor-funded)?
  - a. The Estimated Annual Budget for Software Upgrades & Licenses represents the City’s budget for software upgrades and licenses not included in the fixed monthly fee of the PM Program. The estimate is based on historic and anticipated spending.
10. If annual material or software budgets are exceeded, will additional funds be issued via **change order**?
  - a. Yes, with prior written approval from the DPW Commissioner or Designee.
11. In the event of major component failure (e.g., controller replacement), is material cost included or billed separately?
  - a. Billable.

### Labor Rates, Hours & Billing

12. Are the **Estimated Regular (150 hrs) and Emergency (50 hrs)** labor hours separate from the Preventative Maintenance labor expectations?
  - a. Yes. The Regular and Emergency labor rates are for billable labor hours not included in the fixed monthly fee for the PM Program.
13. If these estimated labor hours are nearing depletion, is a **change order** required for additional hours?
  - a. Yes, with prior approval from the DPW Commissioner or Designee.
14. If a service call occurs on a Saturday, is it billed at **regular** or **emergency** rate?

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- a. Emergency rate.
15. How is **overtime** defined under the contract?
- a. The Contractor will not perform overtime work unless approved by the DPW Commissioner or Designee.

### Invoicing Procedures

16. Will billing be submitted as a **single monthly invoice**, or multiple invoices consolidated monthly?
- a. The fixed fee for the PM Program will be billed monthly. Each On-Call and Emergency Service call may be billed individually, or on one consolidated monthly invoice. If multiple service calls are billed on one invoice, each service call must be itemized to show location and date of service, unit cost and extended cost for each wage/labor category, and ACC cost and applicable markup/discount for parts and/or materials.
17. Are invoices submitted **directly to the City**, or through a third-party service?
- a. All invoices will be submitted via email to the Superintendent of Buildings and to DPWBG@somervillema.gov.
18. If a third-party is used, should associated fees be included in the contract pricing?
- a. Not applicable.

### Scope Clarifications & Additional Work

19. Are issues identified during the initial audit/retro-commissioning considered **existing conditions** to be addressed **outside** the fixed contract price?
- a. The Contractor should report any unexpected conditions to the DPW Commissioner or Designee. However, no additional charges will be payable because of the contractor's failure to properly estimate or accurately predict the cost or difficulty of performing the services required by this contract.
20. Does the required **three-year warranty** expectation mean the contractor must carry warranty-related replacement costs within pricing?
- a. Yes.
21. Is the **rodent mitigation scope section** applicable to this contract?
- a. The Rodent Mitigation section is standard language in all City construction contracts, but it is not applicable in this case.