

Addendum No. 1 to IFB #26-22



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 #26-22
Inspection, Maintenance & Repairs to Fire Detection Systems

From: Logan J. Carroll

Date: 11/4/2025

Re: Questions and Answers

Addendum No. 1 to IFB #26-22

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

Question:	Answers:
1. Part 3 Technician Specification states, “The services included in this IFB are related to Fire Detection Systems ONLY. Fire suppression system services are covered under IFB 26-22.” This is IFB 26-22 please confirm if this is fire alarm only please.	1. Yes, IFB 26-22 concerns Fire Detection Systems only . The sentence should read, “Fire Suppression Services are covered under IFB 26-23.”
2. In regard to Part 3 Technician Specification under item D3 (Elevation Inspections), “Work time for elevator inspections will be billed according to the Regular Time labor rate listed on the bid form. If the elevator inspection starts before 7 A.M., the” **The rest of this information is cut off under item D3, please confirm what this states after “7 A.M.”	2. The sentence should read, “If the elevator inspection starts before 7:00 AM, the time worked before 7:00 AM will be billed according to the After Hours/Emergency Time labor rate listed on the Bid Form.”
3. Please also confirm all elevator testing time for the awarded bidders company will be billable at the rates referenced in the bid form and that we do not need to include any of that time within the testing pricing?	3. All elevator testing hours are billable at the labor rates indicated on the bid form. Bidder should not include elevator testing time in the fixed fee for Semi-Annual Inspection, Testing & Maintenance.
4. Please provide copies of the bid forms from the last bid for this contract (pricing forms only showing testing pricing and hourly rates).	4. Please see attached
5. Is there a portal that we would be required to submit invoices on and/or test reports on and if so what is the cost per year for that portal so that we may include this pricing in our bid?	5. All invoices will be submitted via email to the Superintendent of Buildings and to DPWBG@somervillema.gov (see section J. Billing & Payment, item 5. on p. 116 of the bid package).
6. Please provide a fire alarm test report for building 1895 or estimated counts for testing price estimating purposes.	6. The 1895 Building is unoccupied, with no function HVAC assets or running water. DPW has no inspection report and no records of device quantities.

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7. Is there central station monitoring at any of the locations and if so, which locations and is monitoring part of the bid or will that be a separate cost for the awarded contractor to bill each year?	<p>7. Central station monitoring is performed by a different vendor and is not included in the scope of this Agreement. Currently Wayne Alarm is the City's monitoring contractor.</p> <p>8. All devices known to DPW are indicated in Exhibit A – List of Included Buildings (p. 118) and Appendix A – Device Lists (p. 121).</p>
8. I do not see any CO detectors listed in Exhibit A, please confirm how many CO detectors are in each building to be tested?	<p>1. All devices known to DPW are indicated in Exhibit A – List of Included Buildings (p. 118) and Appendix A – Device Lists (p. 121).</p>

Please note this is last years bid package for reference only

IFB # 24-04

SECTION 3.0
FORM FOR GENERAL BID

The undersigned proposes to furnish all labor and materials required for: Fire Alarm Systems Maintenance and Repairs

In accordance with the accompanying plans and specifications 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 **8/16/2023 by 2PM 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.

Prices are to include delivery, the cost of fuel and all other charges related to the services listed below. Prices are to remain the same for the entire contract period.

If you are sub-contracting any services, their costs must be included in your bid pricing. You may not add additional charges for sub-contracting services to any invoices.

Schedule A: Installation (if required) Inspection, Testing and Maintenance of Fire Alarm Systems

Flat Rate amount for services specified which include, but not limited to the following:

1. Two (2) preventative maintenance visit for each of the municipal buildings fire alarm systems.
2. Two (2) visit for testing operation of the fire alarm systems (not less than 50% percent of the devices each visit), for each of the municipal buildings.
3. All buildings x 2 visits for emergency service calls. (Maximum 3 hours during overtime hours)

Price	Year 1 (12 months)	Year 2 (12 months)	Year 3 (12 months)
Flat rate amount per year	\$	\$	\$
Subtotal of Schedule A (sum of the flat rates for 3 years)	\$		

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Schedule B: Hourly Labor Rates

Labor Rates Per Hour to furnish labor for services not provided under the flat rate bid such as repairs or additions to fire alarm systems, as follows:

1. Travel time cannot be billed under this contract.
2. Labor shall be charged only for time spent on the job.
3. Working hours for regular service are Monday through Friday, 7:30AM to 3:30PM
4. Estimates are given only for the final bid calculation purpose and subject to change.

Labor Rates	Year 1 (12 months)		Year 2 (12 months)		Year 3 (12 months)	
	Hourly Labor rate	Total price (Hourly labor rate X Estimated Value)	Hourly Labor rate	Total price (Hourly labor rate X Estimated Value)	Hourly Labor rate	Total price (Hourly labor rate X Estimated Value)
Regular Hours: 7:30 AM to 3:30 PM (Estimated hours = 30)	\$	\$	\$	\$	\$	\$
Emergency Hours: 3:30 PM to 7:30 AM (Estimated Hours = 10)	\$	\$	\$	\$	\$	\$
Annual total of labor rates (sum of the total of regular + emergency hours)	\$		\$		\$	
Subtotal of Schedule B (Sum of the annual total of labor rates for 3 years)	\$					

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Schedule C: Parts & Materials

For the purpose of evaluating bids, the City of Somerville has estimated that this contract will include parts and materials that may be required for unscheduled activities equal to (\$30,000) thirty thousand dollars per year, based on the pricing described as included in the Technical Specifications.

The bidder shall enter below any bid mark up or discount to be applied to the estimate of thirty thousand dollars per year. This markup or discount will apply to all parts and materials that may need to be purchased by the awarded Contractor. It will not apply to labor costs or to the lump-sum bid in the other schedules above.

The bidder must indicate what type of net price is being used (a discount or a mark-up, and by what percentage) and must submit a copy of her/his current list price schedule with the bid.

% mark-up or discount, or “not applicable”	Year 1 (12 months)	Year 2 (12 months)	Year 3 (12 months)
Estimated budget for parts & materials	\$30,000	30,000	\$30,000
Annual pricing for parts & materials (30,000 + % mark-up or -discount, or “not applicable)	\$	\$	\$
Subtotal of Schedule C: Parts and Materials (sum of the annual pricing for parts & materials for 3 years)	\$		

Schedule D: Total Bid Pricing

Total Bid Price (Sum of the subtotals of Schedule A + B + C) in figure	\$
<i>(If applicable)</i> 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.	

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