

**Addendum No. 1 to IFB #26-44**



**CITY OF SOMERVILLE, MASSACHUSETTS**  
**Department of Procurement and Contracting Services**  
**JAKE WILSON**  
**MAYOR**

To: All Parties on Record with the City of Somerville as Holding IFB #26-44 Various Trips for Older Adults

From: Felisa Gárate, Senior Procurement Manager

Date: 2/25/2026

Re: Questions and Answers  
Extension of Bid Submission Deadline

**Addendum No. 1 to IFB #26-44**

---

**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. 1 to IFB #26-44

### Extension of Bid Submission Deadline

The City of Somerville is extending the bid submission deadline to: **Friday, February 27th, 2026, at 11:00AM**

#	Question	Answer
1.	Will awards be made on a per-trip basis to the lowest responsive bidder for each individual trip, or will aggregate pricing across multiple trips be considered?	Please see page 9 of the IFB package for the Rule for Award. Bids will be awarded based on the lowest unit price per comparable trip. Overnight trips will use double occupancy unit prices to determine the low bidder. Multiple contracts may be awarded.
2.	For overnight trips, the IFB notes evaluation will use double occupancy pricing. Please confirm that single occupancy pricing will not impact award determination.	Correct.
3.	Will final guaranteed headcounts be provided one month prior to each trip, and will that number serve as the minimum billable count?	Yes, final headcounts will be provided by the date determined by the vendor, typically one month prior to the trip. Yes, that will be the number which will determine minimum billable count.
4.	Will participation be limited to 52 passengers?	Typically, number of passengers are limited by the number of seats on the bus, so it can be higher than 52.
5.	In the event of cancellation due to weather or other circumstance how will billing be handled?	While we try our best not to cancel, if we are unable to reschedule or postpone, non refundable items can still be billed.
6.	Is the contractor expected to secure and pre-pay all hotels, attractions, entertainment, and meal venues, or will certain components be coordinated directly by the Council on Aging?	Typically, the contractor does secure and pre-pay for all items. If this can not be coordinated, please detail which items the COA would be responsible for in the bid.
7.	For overnight trips, is the contractor responsible for managing rooming lists and on-site hotel coordination?	In the past, the hotel would assign rooms based on information provided by the COA, but the COA is able to do this.
8.	For trips requiring narration, additional professional will be used and include in price is that acceptable?	Yes.
9.	For overnight trips requiring hotel deposits or guarantees, will the City provide advance funding or deposits?	The City is unable to provide any up-front deposits.

**Addendum No. 1 to IFB #26-44**

10.	The IFB notes payment may occur up to six weeks following the trip. Can the City clarify the typical historical payment timeframe?	Historically vendors have received payment from the City 2-6 weeks after the last day of the trip.
11.	Are we only quoting motor coaches or are you looking for smaller vehicles without bathrooms for smaller groups?	We would be open to all vehicle sizes with or without a bathroom, but if the distance is more than 2 hours away, a bathroom would be needed.
12.	Are you open to other trip ideas?	Yes. Please use the “Other Trips” sections in the Price Form to propose alternate trips.