

Addendum No. 1 to IFB 26-75



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 26-75
Elevator Maintenance & Repairs

From: Logan Carroll

Date: 5/8/2026

Re: Questions and Answers from Bidders and Revised Minimum Quality Requirements Chart
Addendum No. 1 to IFB 26-75

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** _____



IFB 26-75 Elevator Maintenance & Repairs
Questions & Answers

	Questions	Answers
Scope of Repairs		
1.	Section A defines the Preventative Maintenance Program as including “minor adjustments” to equipment and controls as needed to keep elevator(s) in proper working order.” Please clarify the boundary between “minor adjustments” included in the flat monthly PM fee and “Essential Repairs” billed separately. Specifically, are the following considered included PM or separately-billable Essential Repairs: door operator adjustments, relay/contact replacement, brake adjustments, leveling adjustments, hoistway switch replacement, and selector tape adjustments?	All minor repairs, including door operator adjustments, relay/contact replacement, brake adjustments, leveling adjustments, hoistway switch replacement, and selector tape adjustments, are included in the flat monthly PM fee.
2.	Section A states that “labor and parts/materials costs for monthly PM work will be included in the flat monthly fee.” Please confirm that component replacement (motors, controllers, valves, pump units, ropes/cables, door operators, relays, circuit boards) is NOT included in the monthly PM fee and is always handled as an Essential Repair or On-Call service billed separately.	Correct, component replacements are not included in the flat monthly PM fee. They will be billed according to the labor and supply rates indicated on the Bid Form.
3.	Are there any repairs the City considers automatically authorized (i.e., not requiring written approval before starting), or does every repair beyond consumable replacement (bulbs, fuses, batteries, hydraulic fluid) require prior written authorization from the DPW Commissioner or Designee?	Any repairs beyond consumable replacement and minor adjustments that fall under the PM Program require prior authorization
4.	Section A item 8 includes “emergency light units, and batteries” in the flat monthly fee. Does this include the cost of replacing exhausted emergency light battery packs	Testing and minor battery replacements are included in the flat monthly PM fee. Replacements of emergency light battery packs will be billed according to the labor and supply rates indicated on the Bid Form.

	(typically \$150–\$400 per unit), or only periodic testing and minor battery replacements?	
Obsolete and Discontinued Parts		
5.	Several units in Exhibit A appear to be older equipment where OEM parts may be discontinued. Does the City have a preferred process or pre-approved substitute parts list for situations where exact duplicates are no longer manufactured?	The Contractor must have prior authorization from the DPW Commissioner or Designee to use non-OEM parts when necessary due to unit age or prohibitive cost of OEM parts. In this case, a phone call or text exchange with the DPW Commissioner or Designee is sufficient.
6.	Section D prohibits use of “used or refurbished equipment or parts without written prior approval.” For obsolete components where only refurbished or rebuilt parts are commercially available (a common situation for older controllers and door operators), will the City consider blanket pre-approval or a streamlined approval process to avoid extending equipment downtime?	The Contractor must have prior authorization from the DPW Commissioner or Designee to use used or refurbished equipment or parts. In this case, a phone call or text exchange with the DPW Commissioner or Designee is sufficient.
7.	If an Essential Repair is needed but the required obsolete part has a multi-week or multi-month lead time, how does the City wish to handle elevator availability during that period? Is there an expectation that the contractor source emergency loaner equipment or temporary repairs at additional cost?	Each situation may vary depending on unit priority. All decisions must be authorized in writing by the DPW Commissioner or Designee.
8.	If a component becomes obsolete to the point that no functional substitute exists and modernization is required, is there a contractual mechanism (other than a negotiated change order) for handling such capital replacement work, or would that be procured separately by the City under a new solicitation?	Any and all projects estimated to cost more than \$50,000.00 will be procured separately, in accordance with Massachusetts public procurement law.
9.	The Section D parts pricing structure (at-cost, flat discount %, or flat markup %) is firm for three years. Will the City consider a separate pricing mechanism for parts that exceed a defined threshold (for example, parts costing more than \$5,000), or must all parts pricing flow through the single bid markup/discount?	Bidders may bid different percent markup/discount rates for each year of the contract if they wish. All parts and materials, regardless of cost, will be billed according to the markup/discount rate(s) indicated on the Bid Form.
Callback Response, Timing, and Inclusions		
10.	The contract uses the terms “On-Call Service” (Section E) and “Emergency Service” (Section F) but does not use the industry term “callback.” Please confirm that all callbacks (responses to elevator malfunctions or	Correct, any callbacks will be considered On-Call or Emergency Service and will be billed according to the labor and supply rates indicated on the Bid Form.

	<p>shutdowns) are 100% billable at the applicable hourly rate, with no callbacks bundled into the monthly PM fee.</p>	
11.	<p>Section F states emergency work must “begin within two (2) hours of notification” and that “failure to comply with the response time may result in cancellation of the contract.” Please clarify:</p> <ul style="list-style-type: none"> - Does “begin work” mean technician arrival on site, or technician dispatch? - Does the 2-hour clock pause for City-side delays such as building access, security, or written authorization to proceed? - Is there a documented escalation or cure process before contract cancellation, or is a single response-time failure grounds for immediate termination? 	<ul style="list-style-type: none"> - “Begin work” means that the technician is dispatched and in communication with the DPW Commissioner or Designee about arrival time. - Any delays caused by the City will not be counted against the two-hour response time. - See the answer to question 12, below.
12.	<p>Section F item 4 states the City may cancel the contract for response-time failure. Will the City consider modifying this to a notice-and-cure provision (e.g., termination only after a defined number of failures within a defined window, with written warning)?</p>	<p>The City reserves the right to stop the work covered under this Agreement if the DPW Commissioner or Designee deems the Contractor to be unable or incapable of performing the work to the satisfaction of the City. The DPW Commissioner or Designee will give written notice of and the reason(s) for the stop order, and the Contractor will have ten (10) days to respond before any such stop order will become effective.</p> <p>The City reserves the right to arrange for the completion of the work in such manner as the DPW Commissioner or Designee deems advisable, and the Contractor will be liable to the City for the cost of such completion work.</p>
13.	<p>Section E states On-Call (non-emergency) Service is performed “Monday through Saturday 7:00 AM – 4:30 PM,” but the Section C bid form lists Regular Time as “Monday–Saturday 7:00 AM–4:00 PM” and After-Hours/Emergency Time as “Monday–Saturday 4:01 PM–6:59 AM.” Please confirm:</p> <ul style="list-style-type: none"> - Is Saturday daytime work billed at the Regular Time rate or the After-Hours rate? - What is the correct end time for Regular Time — 4:00 PM or 4:30 PM? 	<ul style="list-style-type: none"> - Saturday daytime work will be billed at the Regular Time rate. Typically most issues that arise on the weekend can wait until Monday for scheduled service. - 4:00 PM is the correct end time for the Regular Time rate.

14.	Does the City have historical callback / service-call volume data for the past 1–2 years for the 24 units in Exhibit A, broken out by unit and by regular-hours vs. after-hours? This data is essential for accurate hourly-rate pricing in Section C.	Please see attached list of service calls by location over the last 2 years.
15.	The Section C estimated hours (350 regular mechanic, 50 apprentice; 50 after-hours mechanic, 10 apprentice) total approximately 460 hours per year across 24 units. Are these estimates based on historical data, or are they planning estimates? Will the City honor invoicing above these estimated hours at the same bid rates if actual demand exceeds them?	The estimated hours in Section C are based on historical data over the past three (3) years. However, they are estimates only. If actual demand exceeds the estimates, the City will honor invoicing of additional hours at the same bid rates.
16.	For emergency calls involving trapped passengers (Section F item 3), will the City accept verbal authorization to dispatch (with written confirmation to follow) so the technician can be en route while paperwork is processed?	Yes, verbal authorization is acceptable in emergencies involving trapped passengers.

Pricing Structure and Multi-Year Terms

17.	The Bid Form requires firm pricing for all three contract years. Massachusetts Prevailing Wage rates for Elevator Constructors (Local 4) are scheduled to increase from \$115.40/hour total on 1/1/2026 to \$119.19/hour on 1/1/2027 (a 3.3% increase), with year 3 rates not yet published. Will the City consider: <ul style="list-style-type: none"> – A wage escalator clause tied to the published MA Prevailing Wage schedule? – Annual repricing of Section C hourly rates tied to the actual prevailing wage in effect? 	No, bidders must bid labor rates for each year.
18.	The Section A monthly PM rate is firm for three years. Given that material costs and labor costs both rise annually, will the City consider a CPI-based or fixed-percentage annual escalator on the monthly PM rate for the option years?	Bidders may bid different fixed monthly PM fees for each year of the contract, but the City will not accept a CPI-based escalator. If Bidders wish to use a fixed-percentage annual escalator, they should calculate the dollar amount for each year’s monthly PM fee.
19.	What is the City's typical timeline for exercising the optional renewal years? Will the contractor receive written notice at least 60 days prior to each renewal date?	The City makes every effort to initiate contract renewals at least 60 days prior to the expiration date.

Document Inconsistencies

20.	The cover page states “Date of Final Completion: 06/30/2026,” but the contract is scheduled to commence 07/01/2026. Please confirm the correct Year 1 final completion date is 06/30/2027.	Correct, the Date of Final Completion for Year 1 is 06/30/2027.
21.	Section 1.3 (Submission Instructions) instructs bidders to mark the sealed envelope “IFB # 26-48 Elevator Maintenance & Repairs,” but the solicitation is IFB #26-75. Please confirm the correct envelope marking.	Correct, bidders should mark the sealed envelope “IFB # 26-75 Elevator Maintenance & Repairs.”
22.	Section 2.3 Quality Requirements item 1 asks bidders to confirm at least 5 years of experience, while Section I (Contractor Qualifications) requires the contractor to have been “established in the business of Elevator maintenance for at least 10 years.” Which standard governs? Will a bidder with 5–9 years of experience be considered responsive?	The Contractor must have been established in the business of Elevator maintenance for at least ten (10 years). Please use the attached updated Quality Requirements when preparing your bid.
23.	Section A allows the DPW Commissioner to direct PM work outside of normal hours when buildings are unoccupied. If PM is performed outside normal hours at the City's direction (rather than on the contractor's standard schedule), will any portion of that labor be billed at the After-Hours rate, or is all directed PM work covered by the flat monthly fee regardless of when performed?	Somerville Public Schools have early dismissal on Wednesdays, and most City buildings close at 12:30 on Fridays. In most cases, DPW may direct the Contractor to perform PM services that require shutting down the elevator on these early closure days to remain within Regular Time hours. In the rare case that DPW authorizes the Contractor to perform PM service outside of Regular Time hours, the City will pay the difference between the Regular Time rate and the After Hours rate for the hours worked outside normal business hours.
24.	Section A item 10 requires quarterly examination of all safety devices. Is the City expecting full Category 1 / Category 5 testing on schedule, or is “examination” limited to functional verification short of full annual safety testing?	Quarterly examination of safety devices for functionality only. The Contractor will report any deficiencies identified during examination to the DPW Commissioner or Designee. Such repairs will be scheduled as On-Call or Emergency Service.
25.	Section B requires the contractor to dispatch two technicians for each annual state inspection. For the chair lifts and the LULU lift specifically, is the two-technician requirement still applicable, or only for the passenger elevators?	Two technicians are required for inspections only when required by the Massachusetts Department of Public Safety.
26.	Will the City provide a current condition report or recent state inspection records for each of the 24 units in Exhibit A in advance of the bid	The City is unable to provide these records.

	due date, to allow bidders to assess existing equipment condition?	
Site Visit and Pre-Bid		
27.	The non-mandatory site visit on 5/15/2026 will visit which buildings? Given the 18 buildings and the 5/18 question deadline, confirming the site visit scope in advance will help bidders prioritize which units to inspect.	The non-mandatory site visit locations will be City Hall, Central Library and Somerville High School. The site visit will begin at City Hall, 93 Highland Ave., at 10:00 AM on 5/15/2026.

Location	Number of Service Calls (4/15/2024-present)
Argenziano (1 Passenger)	14
Armory (1 Passenger)	9
Central Library (Passenger)	12
City Hall (1 Passenger)	4
East Somerville Community School (1 Passenger, 1 Chair Lift)	3
Edgerly (1 Passenger)	3
Healey School (1 Passenger, 1 Chair Lift)	4
Kennedy School (1 Passenger)	4
Public Safety Building (1 Passenger)	1
Somerville High School (3 Passenger, 1 Chair Lift)	39
West Branch Library (1 Passenger)	4
West Somerville Neighborhood School (1 Passenger)	6

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2.3 Minimum Quality Requirements

Quality requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. **Please complete the Quality Requirements form, below, and submit it with your completed bid.** The City of Somerville will disqualify any response that does not meet the minimum quality requirements. A "No" response to items 1 through 6, or a failure to respond to any of the following minimum standards, will result in disqualification of your bid.

QUALITY REQUIREMENTS		YES	NO
1.	Do you have at least ten (10) years of experience in Elevator maintenance and repairs?		
2.	Are you DCAMM certified in the category of Elevators? Please submit the DCAMM update statement with your bid.		
3.	Do you hold a Massachusetts Elevator Contractor license? License # _____ Expiration Date: _____		
4.	Are you able to provide trained operators, 24-hours a day, seven days a week, for all requests for service (On-Call Service and Emergency)?		
5.	Are you able to provide replacement parts for all of the following elevators listed in Exhibit A?		
6.	Can you certify that all employees designated to work under this Agreement have successfully completed at least ten (10) hours of OSHA approved training in Construction Safety and Health?		
7.	Optional: Are you a Mass. Supplier Diversity Office MBE/WBE certified minority or woman owned business? Additional minority designations may be submitted by attaching supporting documentation.		

In order to provide verification of affirmative responses to items 1 through 6 under the quality requirements listed in the Quality Requirements Form, Offeror must submit written information that details the general background, experience, and qualifications of the organization. Subcontractors, if applicable, must be also included.