

## Addendum No.4, IFB 16-38



**CITY OF SOMERVILLE, MASSACHUSETTS**  
**Department of Purchasing**  
**JOSEPH A. CURTATONE**  
**MAYOR**

To: Prospective Bidders IFB 16-38, Elevator Maintenance & Repair

From: Orazio DeLuca, MCPPO  
Contract Manager

Date: November 19, 2015

Re: Questions & Answers

### Addendum No. 4 to IFB 16-38

The City is issuing this addendum to IFB 16-38, Elevator Maintenance & Repair to make the following change:

**Question #1:** We were curious if you could clarify something. Should the bid bond/check be 5% of the bid we propose to you or 5% of the "estimated" number you guys have (\$375,000.00) written on the bid sheet?

**Answer #1:** 5% of OUR Estimated amount of \$375,000.00

**Question #2:** I was reviewing the bid results from the last elevator maintenance & repair bid. The present company only bid \$400 for the annual test " State of MA, Annual Inspection" per unit. Whereas, since the state permit fee is \$400 per unit - this charge did not allow a labor-charge for the two licensed elevator company representatives who must accompany the State Inspector at each inspection. Does the City of Somerville pay the \$400 state permit fee -or- does the city allow the elevator contractor to charge their proposed hourly-labor-rate during these inspections?



## **Addendum No.4, IFB 16-38**

**Answer #2:** The bid calls for all labor, time and materials to be included in the Monthly Preventative Maintenance Cost for each location, as well as the State Inspection fee. The city DOES NOT allow the elevator contractor to charge their proposed hourly-labor-rate during these inspections. This is a full service maintenance bid this cost must be worked into the overall cost.

**Question #3:** The bid format calls for monthly cost, 12 month total, \$400 for state inspection fee with a total of all of the above. Where is the labor cost of the Annual State Inspection identified/listed?

There is no line item/placement for hourly rates, parts cost/markup, travel fee's etc.

Based on the walk-thru, the understanding was that any callbacks (straight time and/or overtime) repairs etc. would be performed on a T & M basis, please confirm and advise.

**Answer#3:** The bid calls for all labor, time and materials to be included in the Monthly Preventative Maintenance Cost for each location, as well as the State Inspection fee. The city DOES NOT allow the elevator contractor to charge their proposed hourly-labor-rate during these inspections. This is a full service maintenance bid this cost must be worked into the overall cost.

Please review the Bid Package again, there is a sheet clearly marked Hourly Rates, Parts cost/markup. The City of Somerville does not pay travel fees for this contract.

Call backs for repairs will be billed at the hourly rate presented in the awarded vendors bid documents.

**Question #4:** The Specs are written as Full Maintenance, parts, labor, daytime and OT callbacks included, Inclusions are listed on pages 3 and 4 (A-H) and Exclusions (2.03) on page 4 1-4. Please confirm.

**Answer #4:** YES. This is confirmed, as Full Maintenance, parts, labor, daytime and OT callbacks included, Inclusions are listed on pages 3 and 4 (A-H) and Exclusions (2.03) on page 4 1-4.

**Question #5:** It states that you require maintenance with a "minimum of 8 (eight) hour inspection(s)" per inspection. Does this mean that you expect it to take 8 hours to do the maintenance on 23 elevators? After looking at the machine rooms and pits of some of the elevators on the account we feel that it would take at least 1 hour per month, per elevator to keep them clean and maintained properly.



## **Addendum No.4, IFB 16-38**

**Answer #5:** 8 hours of inspection is listed as the minimum amount of time required for the inspections. The 8 hours are to be used as a guide in pricing.

**Question #6:** Our full maintenance contracts include a list of equipment that we don't typically cover. This list includes outdated equipment or equipment which needs to be upgraded. For hydraulic elevators this usually includes the valve, PC boards, underground jack units equipment and pumps, and special order controller parts or upgrades not available off the shelf. Is this typical of what you guys are looking for?

**Answer #6:** Vendors performing the Monthly Preventative Maintenance on the various sites would identify and report to the Superintendent of Building & Grounds outdated equipment or equipment which needs to be upgraded, via a written report. At that time, a decision to repair/replace will be made by the City of Somerville. Any repairs that the vendor is called back to do, will be billed at the Hourly Rate of service in the contract. Any Parts which need to be purchased from the vendor will be billed at Net, or Net + upcharge or Net –Discount, based on awarded contract.

**\*\*PLEASE BE SURE TO ACKNOWLEDGE THIS ADDENDUM ON BID PRICING PAGE\*\***

