



City of Cambridge

PURCHASING DEPARTMENT

795 Massachusetts Ave. • Cambridge, Massachusetts 02139-3219

Amy L. Witts
Purchasing Agent

TO: All Bidders
FROM: City of Cambridge
DATE: January 9, 2015
RE: File No. 6695 – Technical Assistance and Training: Implementation of New Building Energy Use Disclosure Ordinance (BEUDO)

The following questions were submitted and answered (1 – 4).

Question

1. Is any form of written response required, such as qualifications or technical approach? Or are you requesting simply the answers to the questions on page 6, references, and price? Would a cover letter and/or appendix describing experience be allowed?

Answer

No additional written response is required. All required bid submissions are stated on the bid document.

Question

2. Will the work be awarded as a fixed price contract or time and materials?

Answer

Work will be awarded as a fixed price contract and the bidder will be held to the hourly rates submitted.

Continued on next page

Question

3. Hours estimates are provided for the Help Desk, Training, and Meetings. For the Help Desk hours, can some of the hours be used to prepare and manage the help desk staff? For the training and meetings, can additional hours be added to those hours listed for preparation or travel to the meetings? Or should this preparation work to be built into the hourly rates?

Answer

The hours cited in the bid are the City's estimates of the number of hours that will be required for the Help Desk, Training, and Meetings.

Please see attached a new Price Proposal Sheet with a section for Meeting Preparation. Please replace the existing Price Proposal sheet with this Amended document.

If the contract requires additional hours an amendment can be done at the City's sole discretion within the thresholds allowed by law.

Question

4. Can travel and other direct costs be billed separately, or should these costs be built into the hourly rates?

Answer

All costs should be built into the hourly rates.

Questions are now closed



**AMY L. WITTS
PURCHASING AGENT**

Addendum No. 1

AMENDED PRICE PROPOSAL SHEET

PRICE PROPOSAL

One contract will be awarded to the responsive and responsible bidder offering the lowest total bid price for Year One. The option for Year Two services will be contingent upon the availability of funds and the satisfactory performance of the successful bidder at the sole discretion of the City.

Year One:

Help Desk:

$$\frac{800}{\text{No. of Hours}} \times \frac{\text{Price per Hour}}{\text{Price per Hour}} = \frac{\text{Total bid for Help Desk}}{\text{Total bid for Help Desk}}$$

In-Person Training: Four in-person training sessions of approximately 2 hours each.

$$\frac{8}{\text{No. of Hours}} \times \frac{\text{Price per Hour}}{\text{Price per Hour}} = \frac{\text{Total bid for In-Person Training}}{\text{Total bid for In-Person Training}}$$

Fact Sheets :

_____ **Total bid for Fact Sheets**

Evaluation Reports:

_____ **Total for Evaluation Reports**

Technical Assistance to the Community Development Department: The contractor should plan for six stakeholder meetings of 2 hours each and six meetings with City staff of 1.5 hours each.

-Meeting Preparation:

$$\frac{40}{\text{No. of Hours}} \times \frac{\text{Price per Hour}}{\text{Price per Hour}} = \frac{\text{Total for Preparation of Meeting}}{\text{Total for Preparation of Meeting}}$$

-Stakeholder Meetings:

$$\frac{12}{\text{No. of Hours}} \times \frac{\text{Price per Hour}}{\text{Price per Hour}} = \frac{\text{Total for Technical Assistance (Stakeholder Meetings)}}{\text{Total for Technical Assistance (Stakeholder Meetings)}}$$

-City Staff Meetings:

$$\frac{9}{\text{No. of Hours}} \times \frac{\text{Price per Hour}}{\text{Price per Hour}} = \frac{\text{Total for Technical Assistance (City Staff Meetings)}}{\text{Total for Technical Assistance (City Staff Meetings)}}$$

_____ **Total for Technical Assistance: Meeting Preparation, Stakeholder & City Staff Meetings**

Total bid Price for Year One:

\$ _____

(Help Desk, In-Person Training, Fact Sheets, Evaluation Reports & Technical Assistance to the Community Development Department)

Total amount in words: _____

Signature of Bidder: _____

Name of Bidder: _____

