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: **July 7, 2015**

RE: **File No. 6902 – Provide Maintenance, Repair Services and 24/7 Monitoring for the Direct Digital Based Building Management Systems for Public Works including Fire Department, Library, Cambridge Public Schools and the Water Department.- Addendum No. 1**

This addendum is comprised of:

1. Pre-bid meeting agenda
2. Sign in sheet
3. Clarifications to prevailing wage rates

<u>Clarifications to prevailing wage rates:</u>

This bid contains some offsite work for which prevailing wages are not required.

On page 36 – Price Proposal - Prevailing wage rates are required for #2 and #5 and prevailing wage rates are not required for #1, #3 and #4.

All other details remain the same.

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Addendum No. 1

AGENDA
BMS REPAIR, MAINTENANCE AND MONITORING CONTRACT
PRE-BID MEETING
JULY 7, 2015 10:00 AM @ FRAZIER BUILDING BASEMENT CONFERENCE ROOM

1. Introductions/Sign In Sheet

2. Form for General Bid – Please note the quality requirements which must be met by all prospective bidders, no exceptions.

3. Price proposal – Contract will run from August 16, 2015 through November 30, 2016. There is an optional year from December 1, 2016 through November 30, 2017 that the City may choose to exercise. The total contract price is based upon regular hours and overtime hours (remote and on-site) as well as material costs. The quantities are estimated and there is no guarantee that all will be used.

4. Prevailing wages apply to this contract. Contractor is responsible for submitting weekly timesheets to the Purchasing Department. Current Massachusetts Division of Labor & Industry wage rates are included in the bid package.

5. All City departments will use this contract for preventative maintenance as well as service and emergency calls.

6. Cost Estimates – For unscheduled work estimated to exceed $2,500 but less than $25,000 must be proposed in writing and performed only after authorization by the City. However, the City reserves the right to accept quotes from other vendors or competitively bid such work. Any work above $25,000 must be competitively bid.

7. Appendices
   - AA – includes building names and addresses for all facilities under the contract as well as all pertinent HVAC systems and square footage
   - BB - monthly invoice examples.
   - CC - Preventative Maintenance Tasks and Schedules. These are required for all buildings and will be made available electronically to the successful bidder. If the contractor utilizes their own system, the forms must include all items on the checklists attached.

8. PM Schedule – The contractor will submit before the beginning of each quarter a schedule for all building PMs for each Department.

9. Service Calls – Each Department is responsible for initiating their own service calls. The tracking for these calls is for the Department to sign off on the service slip and electronic copies sent from the contractor to the Department contacts.

10. Invoicing – There will be a monthly invoice from the contractor to each Department for all PM, service calls and emergency calls completed that month. Each Department will review each invoice and approve. See Appendix BB for monthly invoice examples.

11. Work Hours – Regular work hours are 7:00 AM to 5:00 PM Monday through Friday., holidays excluded. Anything else is considered overtime. Any overtime work must be approved in advance by the Department contact person.

12. Parking is limited at many facilities. If Contractor is required to be at the building for an extended period of time, we may be able to reserve parking meter(s) through the Traffic & Parking Department.

13. Any questions regarding the bid documents must be addressed to the Purchasing Department by fax no later than Thursday, July 9, 2015 at which point they will be answered via addendum to all bidders.

PRE BID CONFERENCE JULY 7th 10:00 AM
BMS REPAIR MAINTENCE + MONITORING
SIGN IN SHEET

NAME	CONTACT	PHONE + EMAIL
CONTROL TECH	KEN MUNSEY	603 626 6070 KMUNSEY@CONTROLTECHINC.COM
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DPW	Craig Venezia	617-349-4841 CVENEZIA@cambridgema.gov