TO: All Bidders

FROM: City of Cambridge

DATE: May 23, 2019

RE: File No. #8611 Heavy Duty Vehicle Preventative Maintenance and Repair for PW-Addendum No. 1

This addendum is comprised of:

1. Bidder’s Questions
2. Changes to Specifications
3. Updated Quality Requirements and Bid Submission Requirements

1. ANSWERS TO QUESTIONS:
The following questions were asked and answered:

Q: Do any of the City departments order batteries off of this bid?

A: The contract is for vehicle preventive maintenance and any batteries would be incidental to needed repairs. The City will not order batteries under the contract.

2. CHANGES TO SPECIFICATIONS:

A) Scope of Services (pg 6-7)

ADD Section:
Invoices: Invoices shall include the following:
- DPW vehicle identification number, year, make and model.
- Mileage
- Engine hours
- Describe operator complaint
- Diagnostic procedures performed
- Describe work performed

B) Scheduled Service (pg 7):

ADD: When topping off fluids, the contractor will report if fluid level is low and reason under “Describe work performed” on PM checklist
C) Chart “C” PM Service, 3000 Hour Interval (includes “A” and “B” Services)
Subheader “Exhaust Systems” (pg 14):

ADD: Use OEM-recommended tasks and intervals for all exhaust after-treatment components including DPF, SCR, DOC, etc.

D) Chart “D” PM Service, 4500 Hour Interval (includes “A”, “B”, and “C” Services)
Subheader “Exhaust Systems” (pg 16):

ADD: Use OEM-recommended tasks and intervals for all exhaust after-treatment components including DPF, SCR, DOC, etc.

3. UPDATED QUALITY REQUIREMENTS AND BID SUBMISSION REQUIREMENTS:
The Quality Requirements and Bid Submission Requirements have been updated to include additional categories and language per the attached (attachment 1). All bidders should disregard the previous Quality Requirements and Bid Submission Requirements, print out and fill out the attached, and submit together with all other bid documents.

All other details remain the same.

[Signature]

Elizabeth Unger  
Purchasing Agent  
Addendum No. 1
ATTACHMENT 1
QUALITY REQUIREMENTS FOR MAINTENANCE & REPAIRS

Please circle Yes or No for each of the following Quality Requirements (1-6).

A “No” response or a failure to respond to any of the following will result in rejection of your bid. The City of Cambridge will reject any bid that does not meet the quality requirements.

1. The bidder’s repair facility is located in Cambridge or within 2 Hours Driving Distance of Cambridge City Hall, 795 Massachusetts Ave.

   Yes  No

2. The Bidder has a secure facility to ensure proper security is provided for all vehicles that are part of this bid.

   Yes  No

3. The bidder has provided vehicle maintenance and repair services similar to those described in this Invitation for Bid to two (2) large commercial and one (1) governmental account for a minimum of one year.

   Yes  No

4. Maintenance and Repair Services for the City/ School will be completed by an experienced, certified mechanic.

   Yes  No

5. The bidder has liability insurance and worker’s compensation insurance as required by law.

   Yes  No

6. Bidder must have all required diagnostic software necessary to perform work to OEM specifications.

   Yes  No

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Signature of Bidder____________________

PER ADDENDUM 1
BID SUBMISSION REQUIREMENT

The following Bid Submission Requirement is for all bidders submitting a bid for Preventative Maintenance and Repair Services. Failure to submit the documents requested with your bid may result in the determination that your bid is non-responsive unless the City deems such failure to be a minor informality. Please submit the following information.

1. The bidder must provide in writing the names and contact information of two (2) large commercial and one (1) governmental client references for whom the bidder has been providing Maintenance and Repair Services similar to the services described in this Invitation for Bid for a period of one year or more. In addition, the City reserves the right to use itself as a reference. A bid may be rejected on the basis of one or more references reporting poor past performance by the bidder.

   a. Large Commercial Client Reference

   Company Name   Contact   Phone number   Years providing service

   b. Large Commercial Client Reference

   Company Name   Contact   Phone number   Years providing service

   c. Governmental Client Reference

   Company Name   Contact   Phone number   Years providing service

2. Bidder must list all OEM-approved diagnostic software. Please attach additional pages as necessary.

   This section intentionally left blank

Signature of Bidder

PER ADDENDUM 1