Addendum No. 1 to RFP #18-05 REBID

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

To: All Parties on Record with the City of Somerville as Holding
        RFP #18-05 REBID **FAB LAB MANAGER**

From: Thupten D. Chukhatsang, Procurement Analyst

Date: 9/21/2017

Re: Question/Answers

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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 _____

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1. Will our staff and subcontractors be covered under the city's insurance (general liability, accident, worker's compensation) or do we need to carry separate insurance for the Fab Lab as an offsite program? If so, what are the insurance requirements?

   The City needs to be additionally insured on your general liability insurance. If you have or have ever had a contract with the City or School District the requirements for coverage are the same. The detailed instructions for insurance requirements are included in the RFP package.

2. Are subcontractors CORI / SORI'ed through the City of Somerville or through the Contractor?

   Contractors and subcontractors are CORI'd through the City's School District.

3. Will we be given keys to the Fab Lab and the adjacent bathrooms?

   There is only one set of keys to the Fab Lab. The Fab Lab Manager will receive keys to the bathroom.

4. Who is the contact point for billing and administration?

   Ben Sommer in the City of Somerville's Economic Development Office.

5. Who is the contact point for coordinating use and access to the space?

   Main Contact: David Judah Sher, Advanced Manufacturing Instructor, School District. Alternative contact: Nick Schonberger, Economic Development Assistant, City Hall.

6. If there is a medical emergency in the space, who is the primary point of contact for the school?

   Leo G. DeSimone, Career and Technical Education Director.

7. Will we be able to post directions to the Fab Lab elsewhere in the building?

   Yes.

8. Tool maintenance: Our understanding is that this contract includes supervision and oversight of the Fab Lab for afterschool and evening hours only. Given that, we have questions about the distribution of shop maintenance responsibilities, and how those responsibilities are divided across programs. Last year it seemed that the evening Fab Lab manager was primarily responsible for tool maintenance. Is that still the case?

   It is expected that the responsibility is shared between the lab manager and the high

school advanced manufacturing instructor. A rule of thumb has been that if the equipment breaks during your programming session you are expected to fix it (if able) and otherwise notify the City of Somerville and the School if equipment is out of order.

9. What portion of the budget, if any, do we need to allocate for tool maintenance?

   No part of the lab manager budget should go towards tool maintenance. The City and/or school will manage these costs.

10. Is there a budget for expanding the baseline tool selection, and if so, does that fall under the scope of this RFP? (for instance, if we need to increase the # of soldering irons or add open hardware resources that would be available as part of the general toolset).

    There is no budget in this contract explicitly for tool purchasing. You may request additional tool purchases from the City. You may purchase or bring your own tools to the Fab Lab, but you would need to be okay with them being in the space and possibly being used by others whether in the schools or after-school guests.

11. What is the procedure / schedule for restocking open shop materials when they become depleted? Would inventory and requisitioning fall under our set of responsibilities, or would this be the purview of the daytime lab manager?

    Notify the City of Somerville when supplies are depleted. A schedule can be discussed during the contracting process. Inventory management and procurement is not covered under this contract. This city has some strict purchasing guidelines.

12. What is the expected relationship between the daytime manager and the evening manager? Do they both report to a third person, or does one have precedence in terms of tool maintenance and oversight?

    The Advanced Manufacturing instructor (daytime manager) and the evening lab management team are expected to communicate regularly and coordinate programming or needs. There should not generally be overlap in programming. However there will be physical overlap in that the Advanced Manufacturing instructor will likely be in the fab lab in their office after school. Fab Lab staff and program managers also have formal monthly check-in meetings.
    In terms of tool maintenance, if a tool goes down while you are responsible for the space, you should attempt to correct the issue. If you are otherwise unable to fix the problem please notify all fab lab staff and project managers and ask for help.
    In terms of oversight, the evening lab manager reports to the City while the Advanced Manufacturing instructor reports to the School District, separate entities.
    In terms of precedence, due to the space being part of the school, school staff i.e. the Advanced Manufacturing Instructor and the Director of the Center for Career and Technical Education will have final say on any activities that may affect the use of the space during the school day.

13. What is the procedure if a major tool goes down?

    Notify City and School staff. The larger tools have warranties.

14. Who is in charge of setting safety protocols for the lab?

    The lab manager is responsible for setting protocols for after school use.

15. Budgeting: Given the late start date, our assumption is that fall programming would be largely set by the terms of this RFP. Our budgeting questions mostly relate to the amount of flexibility we should build in for 2018 programming. To what extent should we build a discretionary budget in for late winter spring programming? (for instance, if we want to expand offered programming, or if we need to adjust the anticipated budget for a subcontracted position). How much flexibility do we have in this regard?

    If you anticipate expanded programming in the spring I would encourage you to build in a discretionary budget, perhaps under an "other programming" line item. This can be discussed in detail during the contracting process and again prior to spring semester programming. You may not go beyond the $45,000 contract ceiling.