

Addendum No. 1 to RFP #22-02



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

To: All Parties on Record with the City of Somerville as Holding **RFP #22-02**
FabVille Lab Manager

From: Thupten Chukhatsang

Date: 8/6/2021

Re: Extension of Deadline
Questions & Responses

Addendum No. 1 to RFP #22-02

NOTICE: **Deadline for submission of sealed proposals is extended to 2:00PM,**
Wednesday, August 18th, 2021.

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** _____

Addendum No. 1 to RFP #22-02

Notice: Deadline for submission of sealed proposals is extended to **2:00PM, Wednesday, August 18th, 2021.**

Question & Responses:

1. What is the City's budget for Lab materials, both in terms of instructional material as well as material stored on site for "open" community use?

Pricing proposals for classes should reflect all expenses, including instructional material cost. Materials for open shops will be provided by the City of Somerville and should not be included in the pricing proposal.

2. What is the City's maintenance budget for the Lab, including consumables (filters, drill bits, laser replacement parts, 3D printing materials etc.)?

The City is committed to providing sufficient resources to maintain equipment and provide sufficient consumables to support the open hours at Fabville. The City will work with the selected respondent after the award is made to discuss these needs in greater detail.

3. Since the award won't be made until September 1, is there flexibility on "commencement" date for preparation and planning purposes?

Yes.

4. How should the vendor approach access and record-keeping for the scheduling and use of equipment - may we use a member management system?

You may use a member management system to make efficient use of equipment, space, and tool access, although it is not required.

5. Will the vendor have access to the premises outside the contracted hours, and may they expand the "open hours" beyond contract scope if they wish?

Generally, the vendor will not have access to the premises outside of the contracted hours. The vendor will need to coordinate with Somerville Public Schools and the City of Somerville on a case by case basis for access to the premises outside of operating hours. The minimum amount of open shop sessions is 18 per semester. Additional open shop hours beyond the minimum requirement are welcomed.

6. Is the vendor allowed to charge additional fees for classes, one-one-one instruction, and the provision of advanced fabrication support?

Pricing proposals for classes should reflect all expenses. Additional fees for certain classes must be addressed in detail what the additional cost is for, and be included in the payment schedule as a separate line. Additional fees for one-on-one instruction and the provision of advanced fabrication support will not be considered.

Addendum No. 1 to RFP #22-02

7. What kind of computers are available to Fabville users, and what design software is loaded onto them?

FabVille users have access to HP Windows laptops. Design software available includes Inkscape, TinkerCAD, and Fusion360. A limited number of Adobe software licenses are available. Additional software may be acquired on a case by case basis with Somerville High School and City of Somerville approval.