



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

To: IFB#21-29 Repairs, Service & Parts for FORD Fleet Vehicles: Gas, Diesel and Hybrid (Gas & Electric)

From: Andrea Caruth, Assistant Director of Purchasing

Date: January 4, 2021

Re: Rule for Award clarification &

Attachment: Revised Pricing Form (Addendum#2)

**Addendum No. 2 to IFB 21-29**

**Rule for Award Clarification:** The qualified, responsive and responsible bidder offering the lowest total price for all three years will be awarded the contract. The labor rates (Table A1), percentage discount and markup (Table B1), and total amounts in section C specified in Section 4.0 will be used to determine the lowest bidder. Please see revised Price Form.

The following phrase is being removed from the Revised Pricing Sheet from Addendum#1: \*\*Please note: The Year 1 labor rates (Table A1) and percentage discount and markup (Table B1) specified below will be used to make a determination for award. \*\*

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**NAME OF COMPANY / INDIVIDUAL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**TELEPHONE/FAX/EMAIL:** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED INDIVIDUAL:** \_\_\_\_\_

**ACKNOWLEDGEMENT OF ADDENDA:**

Addendum #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_

**SECTION 4.0**

**REVISED PRICING (Addendum#2)**

By signing this Price Form, the Proposer certifies the following bulleted statements and offers to supply and deliver the materials and services specified below in full accordance with the Contract Documents supplied by the City of Somerville entitled: Repairs, Service & Parts for FORD Fleet Vehicles: Gas, Diesel and Hybrid (Gas & Electric)

- The bids will be received at the office of the Purchasing Director, Somerville City Hall, 93 Highland Avenue, Somerville, MA 02143 no later than **1/13/2021 by 2PM EST**
- If the **awarded** vendor is a Corporation a “Certificate of Good Standing” (produced by the Mass. Sec. of State) must be furnished with the resulting contract (see Section 3.0.)
- **Awarded Vendor** must comply with Living Wage requirements (see Section 3.0; only for services)
- **Awarded Vendor** must comply with insurance requirements as stated in Section 3.0.
- The Purchasing Director reserves the right to accept or reject any or all bids and/or to waive any informalities if in her/his sole judgment it is deemed to be in the best interest of the City of Somerville.
- The following prices shall include delivery, the cost of fuel, the cost of labor, and all other charges.
- This form should be enclosed in sealed bid package.

Bidder shall submit with his/her bid the current price lists published by the manufacturer(s) and a list of miscellaneous shop charges or fees.

The City of Somerville asks that the vendor submits accurate invoices within 30 days after providing service.

**Section A: Hourly Labor rate for the repair services**

**NOTE: For invoicing, Vendors will be required to provide total hours worked and denote overtime and weekend rates applied, if used.**

Table A1

| FORD Vehicle Service based on F250, F350, and F550 FORD trucks                       | Estimated Quantity | Year 1 Pricing |   | Year 2 Pricing |   | Year 3 Pricing |   |
|--|--------------------|----------------|---|----------------|---|----------------|---|
|  |                    | Hourly Rate    | Total Price(Hourly rate X Estimated Quantity) | Hourly Rate    | Total Price(Hourly rate X Estimated Quantity) | Hourly Rate    | Total Price(Hourly rate X Estimated Quantity) |
| Regular  | 100 Hours          | \$             | \$  | \$             | \$  | \$             | \$  |
| Overtime   | 30 Hours           | \$             | \$  | \$             | \$  | \$             | \$  |
| Holiday  | 10 Hours           | \$             | \$  | \$             | \$  | \$             | \$  |
| Annual Total Pricing (Sum of the total price for all the categories mentioned above) |                    | \$             |   | \$             |   | \$             |   |
| <b>Subtotal of Section A (Sum of the annual total pricing for 3 years)</b>           |                    | \$             |   |                |   |                |   |

**Section B: Pricing for the Parts**

For Table B1, please provide discount (+/-) from list price for Year 1, 2 and 3 for bid comparison purposes.

Table B1.

| Check one option  | Method % discount or mark-up, or “not applicable” | Year 1 Pricing (%) | Year 2 Pricing (%) | Year 3 Pricing (%) |
|---|---|--------------------|--------------------|--------------------|
|   | List Price Minus                                  |                    |                    |                    |
|   | List Price Plus                                   |                    |                    |                    |
|   | List Price Equals Net Price                       |                    |                    |                    |
| <b>Estimated budget for parts &amp; materials</b>   |   | <b>\$60,000</b>    | <b>\$60,000</b>    | <b>\$60,000</b>    |
| <b>Annual pricing for parts &amp; materials</b><br>(60,000 + % mark-up or -discount, or “not applicable)  |   |                    |                    |                    |
| <b>Subtotal of Section B. Parts and Materials</b><br><b>(Sum of the annual total pricing for 3 years)</b> |   | <b>\$</b>          |                    |                    |

For invoicing, Vendors will be required to provide list price to calculate discount. Otherwise invoices will be withheld for revision. All invoices should list MSRP clearly and percentage discount/markup.

Parts and Materials sold to the City of Somerville must be invoiced at either: (Please check one option)

1. \_\_\_\_\_ List Price = Net Price (no discount, no markup)

2. \_\_\_\_\_ List Price Minus \_\_\_\_\_ % = Net Price (state percentage of discount on parts offered)

3. \_\_\_\_\_ List Price Plus \_\_\_\_\_ % = Net Price (state percentage of markup on parts offered)

\*\*\*FOR ALL PARTS IN THIS CONTRACT, VENDOR MUST CHOOSE ONE OPTION ABOVE\*\*\*

## Section C:

|   |               |
|---|---------------|
| <b>Total bid pricing in figure (Sum of the subtotal of Section A + Section B )</b>  | <b>\$</b>     |
| <b>Total bid pricing in Words (Sum of the subtotal of Section A + Section B )</b>   | <b>\$</b>     |
| <b>Name of Company/Individual:</b>  |               |
| <b>Address, City, State, Zip:</b>   |               |
| <b>Tel #</b>  | <b>Email:</b> |
| <b>Signature of Authorized Individual</b>   |               |
| Please acknowledge receipt of any and all Addenda (if applicable) by signing below and including this form in your bid package.<br>Failure to do so may subject the proposer to disqualification. |               |
| <b>ACKNOWLEDGEMENT OF ADDENDA:</b><br>Addendum #1 ____ #2 ____ #3 ____ #4 ____ #5 ____ #6 ____ #7 ____ #8 ____ #9 ____ #10 ____   |               |