

**Addendum No. 1 to IFB #18-17**



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

To: All Parties on Record with the City of Somerville as Holding IFB #18-17  
**2018 Various Trips for Council on Aging**

From: Thupten Chukhatsang, Procurement Analyst

Date: 10/12/2017

Re: Questions & 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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### General Questions:

**Question # 1 – You state that the trips are for an estimated 35 passengers. Are you requiring that all tour companies guarantee that the trip will operate with only a minimum of 35 Paying customers? Can the trips be priced with a minimum of 40 paying customers as there can be big difference in pricing?**

**You may quote trips for a minimum of 40 passengers if that is your pricing methodology for the trip.**

**Question # 2 – Is there a maximum number of participants we must also be able to support for any given program?**

**The maximum would be 52 passengers.**

**Question # 3 – You state that at least one member from the Council on Aging will be on each trip. However, there is nothing about that individual going for free on the trip. Please advise as to how many “FREE” spaces are to be provided for the COA staff to attend the trips.**

**The Council on Aging staff/members that go on trips are of mutual benefit to all parties and must be complimentary as part of the program as they care for, chaperone, and manage the members. The usual practice has been one (1) complimentary spot for 35 passengers and two (2) for 40 or more.**

**Questions # 4 – Is there to be any commission for the COA other than the comp spaces requested on the program?**

**No Commission.**

**Question # 5 – Are these trips to be exclusive to Somerville COA only? In other words will you allow other groups on the bus to make the trip operate or are you going to meet the minimum required passengers or just cancel?**

**As in the past, if we do not fill a trip we will share your bus but no more than three (3) stops including Somerville are allowed.**

**Question #6 - Are we supposed to come up with plans for the trips or are they already set?**

**Yes the tour company puts the trip together.**

**Question #7 - Will you be paying for the drivers hotel room on the overnight trips along with their gratuity? Are tour guides required?**

**The driver's room is to be included for all trips at no additional cost to the City. We collect a tip for the driver for each trip. Tour guides are not required however a step on guide for specific locations on trips may be required based on the trip.**

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### Day Trips Questions:

1. **Dancing Dream ABBA Tribute** – Please note that this is /was an exclusive trip to Best of Times Travel. Due to a touring schedule conflict we have moved this show to June 2019. We have replaced this show with the No. 1 Eagles Tribute – Eaglemania at Danversport Yacht Club. The same dates apply of June 19<sup>th</sup> & 20<sup>th</sup>. Please choose a specific date if you wish us to bid on this NEW show for June 2018.

The Eagles Tribute would be an acceptable change. Please use the Alternate Trip slot for alternate trips.

2. **Granite State Chocolate & Wine Tour** – Please provide a specific date as pricing & availability can vary based upon date. Also, please specify if this trip is should or should not have a Best of Times Travel Tour Director on the program.

A winery of the same caliber and cost would be acceptable. There should be no Best of Times tour Director for this trip or any trip.

3. **Indian Princess Cruise** – Please provide a specific date in late September. Pricing & availability can vary based upon date.

We can make the trip any time the last two weeks of September.

4. **Octoberfest in Providence, RI** – Please provide a specific date for the trip to operate. Please provide a specific location for dinner. Please provide specifics on what festivities you are looking to take advantage of. We are much more familiar with the Newport, RI Octoberfest.

We have no specific places or dates in mind; we are looking for a different activity and experience.

### Overnight Trips Questions:

1. **Belmont Stakes in NY** – Is there a particular hotel the Somerville COA has in mind for this program? Is there a specific city/town where the hotel is to be located? Is there a specific Dinner Theatre being requested? Is there any other touring required/requested as part of the program.

Belmont Stakes is the only specific date that we need due to the triple crown race. We have no specific hotels, restaurants, or dinner theatre. Our only specific request is to attend the running of the 150<sup>th</sup> Belmont Stakes.

2. **Nova Scotia Cruise** – Can you please provide specific dates? Specific Number of Nights? What Cruise Line in Specific? What are the minimum Requirements of what is to be included? As

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most cruises require passenger deposits to hold space is the City of Somerville willing to issue payments as necessary to hold passenger cabins on the ship?

We have no specific dates in mind and we can put language in the contract for a specific deposit if the cruise lines require a deposit.

- 3. Washington DC – Can you please provide specific dates as prices can vary based upon time of year and specific days of the week? Is there a particular hotel the Somerville COA has in mind for this program? Is there a specific city/town where the hotel is to be located? Is there a specific Dinner Theatre being requested? What are the minimum requirements in terms of touring sights?**

We have no specific dates. There is no special touring required or city to stay in. We will want to stay 5 days, 4 nights (1 dinner being a dinner theatre, non-specific).

- 4. Lancaster, PA - Can you please provide specific dates as prices can vary based upon time of year and specific days of the week? Is there a particular hotel the Somerville COA has in mind for this program? Is there a specific city/town where the hotel is to be located? What are the minimum requirements in terms of touring sights?**

We have no specific dates. We would want to stay 4 days 3 nights, 3 breakfasts 3 dinners, and the Sight and Sound Theatre. Guided tour through the back country with a step on guide.

- 5. Smoky Mountains & the Biltmore – Is this program operating via motorcoach with NO airlines? Can you please provide specific dates in April as prices can vary based upon days of the week? What specific hotels is Somerville COA looking to stay at for this program? What specific cities/towns should the hotels be located? How many nights at each hotel? Which tour of the Biltmore Estate are you looking to be included in the package? When you are in Asheville where are looking for the dinner to be held as it is not specific in the request? Is the wine tasting to take place at the Biltmore Estate or are you thinking of another winery? What are the minimum requirements in terms of touring sights?**

Any time in April is acceptable. The 1st day would be traveling with a stop in either West Virginia or Virginia, 2nd day to Gatlinburg Tennessee, 3rd day in Tennessee, 4th and 5th day in Asheville NC for visit to Biltmore Estates, and 6th and 7th day traveling home.

- 6. Hershey Park & Gambling - Can you please provide specific dates as prices can vary based upon time of year and specific days of the week? Is there a particular hotel the Somerville COA has in mind for this program? Is there a specific city/town where the hotel is to be located? What are the minimum requirements in terms of touring sights?**

We are looking for 3 days 2 nights; 1 day in Hershey PA ; 1 day at Sands in Bethlehem and a night at Mt Airy in Pocono PA and a visit to Mohegan Sun.