

**Addendum No. 1 to IFB #19-58**



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

To: All Parties on Record with the City of Somerville as Holding IFB #19-58  
**2019 Various Trips for Council on Aging**

From: Thupten Chukhatsang, Procurement Analyst

Date: 1/29/2019

Re: Clarification Statement  
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** \_\_\_\_\_

## Addendum No. 1 to IFB #19-58

### Clarification Statement:

The City of Somerville's Council on Aging (COA) is only able to provide general specifications on what it would like and need for the trips that are requested by the COA members. It is the responsibility of the tour companies, who are the industry experts, to design, package and propose trips that meet the general requirements provided by the COA.

### Questions & Answers:

1. On Page 7 under Specifications/Requirements it states - All trips will be based upon approximately 35 people attending. At least one member from the Council on Aging will be on each trip. – Does this mean that Somerville COA is looking for this individual to travel for FREE on all of these programs? Should all programs be priced with a minimum of 35 in attendance?

*Answer: The Somerville COA will require a staff person to go on all trips and hence will need each trip to provide 1 free trip based on a minimum of 35 paying customers.*

*For cruises, the Somerville COA will require the tour company to provide 1 free trip based on a minimum of 20 paying customers.*

2. Under Day Trips – Atlantic City Boys – Does the COA want pricing with or without transportation included?

*Answer: Transportation is not required.*

3. Under Day Trip – La Salette or Bright Nights in December 2019 – Can the COA provide more information on what they are looking for the trip to include? Meal, Escort, Additional Sightseeing, etc.?

*Answer: The trip should include a meal and transportation. Additional touring or escort is not required.*

4. Under Overnight Trips – Preakness in Baltimore Maryland - Please provide more information on all the components of this program? Or does the COA want the program to be bid with only the components they have listed? What brands of hotel properties is Somerville COA asking for pricing on? What location is the hotel to be located for this program?

*Answer: Hotel, touring in Baltimore, seats that have coverage from weather for the Preakness races, dinner and breakfast. No particular hotel brand is preferred as long as it is within 30 minutes of the race location.*

5. Under Overnight Trips – Nova Scotia Cruise – Please provide more information regarding the cruise – what cruise line, what is to be included for sightseeing, which specific date in July, what specific cabin categories, how many cabins in each category, what other items are to be included as part of the trip?

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*Answer: No particular cruise lines are preferred; touring in the Nova Scotia region, cheapest price during the time frame given, any needed transportation as part of the tour package. We estimate a minimum of 20 participants and 10-15 cabins. As there are many cabin categories, please provide the best prices available on the price sheet. You may attach additional tiers of cabin pricing on a separate sheet.*

6. Under Overnight Trips – Branson Missouri – Please clarify more details on this program. You have listed this program as a 7 Day program yet only specify 2 Nights of Hotel Lodging. Please clarify if this is a trip that requires flight or if this is a bus trip from start to finish. If this is a bus trip please provide specifics in terms of each day of operation – what cities are we staying overnight in on the way down to/back from Branson; Please provide the specific hotel types/brands required; please provide what sightseeing elements are to be included in the trip; which dinner theatres are we supposed to quote on; which shows in particular do you want a quote on?

*Answer: This is a bus trip and all stops would depend on bus guidelines. This is a 6 nights and 7 days trip, with 6 nights of hotels. No particular hotel brand is preferred and shows would be based on availability and popularity. Popular touring in the Branson area is expected.*

7. Under Overnight Trips – Bermuda Cruise - Please provide more information regarding the cruise – what cruise line, what departure port, which specific date in November, what specific cabin categories, how many cabins in each category, what other items are to be included as part of the trip?

*Answer: This cruise would be out of Boston. If there are no cruises from Boston in November then New York is acceptable. We estimate a minimum of 20 participants and 10-15 cabins being needed. Transportation to and from the ship is required. No other amenities. As there are many cabin categories, please provide the best prices available on the price sheet. You may attach additional tiers of cabin pricing on a separate sheet.*

8. For all of the trips being quoted please inform us of which programs require a Tour Director/Escort from the travel company to be with the group during the trips' operation.

*Answer: No tour escorts are required on any of the trips. However, the Council on Aging staff may choose to request an escort prior to a trip which will be determined as the trip approaches and the actual number of participants are confirmed.*