CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT
purchasing@newtonma.gov
Fax (617) 796-1227

September 9, 2014

ADDENDUM #1

INVITATION FOR BID #15-16

ANNUAL MOVING SERVICES

THIS ADDENDUM IS TO: Answer the following Questions:

Q1. On page 24 of 30 in the Project Manual, I see that a “Premium Rate” needs to be listed along with the “Standard Rate”. I do not see where on the “Itemized Bid Form #15-16” (page 6 of 36) that you wanted the “Premium Rate” listed though.

I assume that the “On site time only per man. The City does NOT pay for travel time to and from the City, a supervisor or driver” is the “Standard Rate”, correct?

Was this line items for the “Premium Rate” possibly omitted?

A1. See the First Amended Itemized Bid Form #15-16 attached, which should be substituted for the Bid Form at pp. 6-8 of the Invitation For Bid (IFB).

Q2. On the itemized bid form there doesn’t appear to be a separate line item for moving trucks. Can you please explain how this should be calculated?

A2. All time is to be calculated per man per hour. No separate line for trucking is required as trucking costs should be included in the per man hourly rates.

Q3. Also, although the bid references a bid deposit, it doesn’t specify the amount. Does this mean that a bid deposit is not required?

A3. Section 4.4 of the Invitation For Bid and the reference to “bid deposit” in Section 4.5 of the IFB should be deleted.

Q4. On the itemized bid form, Item 6 packing crates, are these supposed to be plastic crates? And if so the pricing appears to be for purchasing and not rental. Is this correct?

A4. Yes, purchase, not rental.

All other terms and conditions of this bid remain unchanged.

PLEASE ENSURE THAT YOU ACKNOWLEDGE ALL ADDENDA ON YOUR BID FORM. FAILURE TO ACKNOWLEDGE ALL ADDENDA COULD RESULT IN REJECTION OF YOUR BID AS NONRESPONSIVE.

Thank you.

Nicholas Read
Chief Procurement Officer
1. Moving of designated items from existing buildings to new buildings (includes all required containers, etc., as necessary),

   On site time only per man. The City does NOT pay for travel time to and from the City, a supervisor or driver

<table>
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<tr>
<th>Standard Rate</th>
<th>Premium Rate</th>
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<td>4,000 hrs. @ $___/hr. = $ __________</td>
<td>400 hrs. @ $___/hr. = $ __________</td>
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2. Packing of designated areas of buildings

<table>
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<th>Standard Rate</th>
<th>Premium Rate</th>
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<tr>
<td>500 hrs. @ $___/hr. = $ __________</td>
<td>50 hrs. @ $___/hr. = $ __________</td>
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3. Packing Boxes (approx. 18 ¼” x 12 ¼” x 12”)

   1000 @ $___ ea. = $ __________

4. Packing Boxes (approx. 13” x 13” x 13”)

   500 @ $___ ea. = $ __________

5. Packing Boxes (approx. 18” x 18” x 16”)

   500 @ $___ ea. = $ __________

6. Packing Crates (approx. 23 ½” x 19 ½” x 23 ½”)

   500 @ $___ ea. = $ __________

7. Packing Bubble Wrap (approx. 16” x 60’)

   30 rls @ $___ ea. = $ __________

**Contract Price** (Total cost of move/packing/boxes/crates (Items # 1-7)) $ __________

**A.** The undersigned, having familiarized him/herself with all local conditions affecting the cost of work agrees to provide all labor, materials, and equipment required to perform the services specified in the documents included in the Project Manual entitled:

**ANNUAL - MOVING SERVICES**

for the contract price specified below, subject to additions and deduction according to the terms of the specifications.

**B.** This bid includes addenda number(s) _____, _____, _____, _____.

**C.** The proposed Contract Price is:

   DOLLARS ($ __________). (The figure inserted above shall be the Contract Price (Total cost of move/packing/boxes/crates (Items # 1-7) above))

My signature below is an acknowledgment and agreement to meet the enclosed specifications:

__________________________________________________

Signature as acknowledgment and agreement

Please print/type clearly the name of the person above
COMPANY: __________________________________________________________

D. The undersigned has completed and submits herewith the following documents:

- Bidder’s Qualifications and References Form, 2 pages
- Certificate of Non-Collusion, 1 page
- Signed First Amended Itemized Bid Form, 2 pages
- Debarment Letter, 1 page
- IRS W-9 Form, 1 page
- Itemized Bid Sheet, 1 page

E. Prompt Payment Discounts. Bidders are encouraged to offer discounts in exchange for an expedited payment. Payments may be issued earlier than the general goal of within 30 days of receipt of the invoice only when in exchange for discounted prices. Discounts will not be considered in determining the lowest responsible bidder.

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<th>Prompt Payment Discount</th>
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F. The undersigned agrees that, if selected as general contractor, s/he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the City of Newton, execute a contract in accordance with the terms of this bid.

The undersigned hereby certifies that it is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that they will comply fully with all laws and regulations applicable to awards made subject to M.G.L. Chapter 30B.

The undersigned further certifies under penalty of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this section the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from public contracting or subcontracting in the Commonwealth under the provisions of M.G.L. Chapter 29, Section 29F or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Date _____________________ ________________________________________

(Name of General Bidder)

BY: __________________________________

(Printed Name and Title of Signatory)

(Business Address)
NOTE: If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address; and, if operating as a d/b/a give full legal identity. Attach additional pages as necessary.

END OF SECTION