

TOWN OF WELLESLEY, MASSACHUSETTS

FACILITIES MAINTENANCE DEPARTMENT

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April 28, 2014

ADDENDUM No. 1

INVITATION FOR BID #WFMD-FY15-001

Elevator Maintenance Service Contract

THIS ADDENDUM IS TO: Answer the following Question from a bidder:

QUESTIONS

Q1. Please clarify the requirements for providing the annual inspection permit fees and associated test labor as outlined in the Specification, Paragraph 1.3.D.3 (below).

“Contractor costs associated with applying for, scheduling and performing annual State testing shall be included as part of the bid prices in Item 1; however actual State inspection permit fees and retesting fees shall be considered additional to the contractor’s rates shown on these bid forms. These fees will be paid for by the contractor and reimbursed by the Town and shall be itemized separately in each invoice.”

The first part of the first sentence in the paragraph suggests bidders should include the testing fees and labor in Item 1 on the Itemized Form for General Bid. The remaining part of this paragraph appears to contradict the wording and indicate a separate reimbursement would apply.

A1. Bidders shall include all labor and materials need to perform the work described for Item 1 in their bids. The State DPS annual inspection permit fees (i.e. currently \$400 per unit) are not to be included in Item 1 of their bids. Instead these fees will be treated as a separate reimbursable expense to be submitted with invoices. See specification changes in Addendum No. 1.

SPECIFICATION CHANGES

Item 1-1 Specification – Paragraph 1.3.D.3:

DELETE the entire paragraph and **REPLACE** with the following:

“Contractor labor and material costs associated with applying for, scheduling and performing annual State testing shall be included as part of the bid prices in Item 1; however actual State inspection permit fees and retesting fees shall not be included in the bid. These permit fees will be considered additional to the contractor’s rates shown on these bid forms. These fees will be paid

for by the contractor and reimbursed by the Town and shall be itemized separately in each invoice.”

All other terms and conditions of this bid remain unchanged.

PLEASE ENSURE THAT YOU ACKNOWLEDGE THIS ADDENDUM ON YOUR BID FORM.

Thank you.



Joseph F. McDonough, P.E.
Director of Facilities Maintenance Department