



CITY OF QUINCY, MASSACHUSETTS
Department of Planning and Community Development

Thomas P. Koch
Mayor

Kathryn R. Hobin
Chief Procurement Officer

ADDENDUM 1

**See instructions for bid corrections and modifications in the Bidding Requirements document*

NOTICE is hereby given that the **Bidding Requirements document has been modified; all bidders should utilize the document entitled “Bidding Requirements – Inclusive of Addendum 1 Changes” when preparing and submitting their bids.** Text changes within the Bidding Requirements document for additions are identified by double underline and are deletions identified by ~~Strikeout~~.

Bidders Qualifications:

- Bidders will not be required to submit insurance documents with bids as stated under Bidder's Qualifications.
- Removed section labeled
“*INSURANCE REQUIREMENTS* - Vendors doing business with the City of Quincy are required to provide a copy of their insurance policy, including all endorsements that list the City of Quincy as an additional insured in the amounts as specified herein. (*some coverage may not be required)”

Quantity of engraved donor bricks:

- The quantity of bricks to be engraved will be amended to 4,300 bricks. All references to 4,750 bricks within the Bid Requirements have been amended to 4,300 bricks.

NOTICE is hereby given of the following **additional information and clarifications** which do not cause change to the Bidding Documents. The answers below are provided in response to questions and comments submitted by Bidders.

- *Will it be possible for non-engraved bricks to be delivered to the engraver?*
- Clarification: As stated in the bid documents: "Engraver is responsible for loading & transportation of pre-purchased donor bricks from the Quincy Park & Forestry Department in Quincy to the Engraver's production site." There will be no exception to this requirement and bidders shall include all expenses related to loading and transportation of non-engraved bricks from the City's storage yard to the engraver's location in the unit bid price per each engraved brick.
- *Will there be any leniency on the deadline for completion?*
- Clarification: As stated in the bid documents: "All engraved bricks are to be engraved and available for pick up by others no later than Thursday, June 23rd, 2016 @ 4:00 P.M."
- *How much money will be allotted up front?*
- Clarification: There will be no pre-payments prior to engraving.
- *What is the payment term?*
- Clarification: Payments will be issued on an invoiced, per engraved brick basis, preferably in batches of five-hundred (500) bricks. Engraver's invoices for completed engraved bricks shall be submitted to the City and payments will be issued within 30-days.



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BIDDING REQUIREMENTS – INCLUSIVE OF
ADDENDUM 1 CHANGES

Sealed bids will be received by the Purchasing Department in the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock St., Quincy, Massachusetts 02169 between the hours of 8:30 AM and 4:30 PM.

INSTRUCTIONS TO BIDDERS

The City of Quincy, Massachusetts is seeking sealed bids for **engraving services of “donor bricks” which have been** pre-purchased by the City for the Adams Hancock Green - Phase 1 Project. Sealed bids will be accepted until **11:00 a.m.** local time **Thursday, May 19, 2016** in the offices of the Purchasing Agent, 1305 Hancock Street, Quincy, Massachusetts 02169, at which time and place all bids will be publicly opened and read aloud.

• *QUESTIONS*

All questions regarding this bid should be directed to Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and email: purchasing@quincyma.gov Questions will be accepted until **May 12, 2016 @ 4:00 P.M.**

• *ADDENDA*

Changes to this Contract will be issued in an addendum and emailed or faxed to all bidders on record as having picked up or printed out the Invitation to Bid.

• *CORRECTIONS, MODIFICATIONS*

A bid may be corrected, modified, or withdrawn by written notice received by the City, prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope, clearly labeled "Modification No. ___." Each modification must be numbered in sequence, and must reference the original Invitation to Bid. After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

• *RIGHT TO CANCEL OR REJECT*

The City may cancel this Invitation to Bid, or reject in whole or in part any and all bids, if the City determines that cancellation or rejection serves the best interests of the City.

- *BID PRICES*

All bid prices submitted in response to this Invitation to Bid must remain firm for five (5) days ~~thirty (30) days~~ following the bid opening. Bidders are advised to include in their Bid any and all costs associated with the pick-up delivery of all products under this Contract. The City will not pay any additional fees under the Contract unless it has previously agreed to pay such additional fees in writing. The City will not compensate Bidder for any costs under any Contract awarded by this Invitation to Bid that are not specifically identified in the Bidder's Response or Bid and accepted by the City as part of the Contract.

- *UNEXPECTED CLOSURE*

If, at the time of the scheduled bid opening, City Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 3:00pm on the next normal business day. Bids will be accepted until that date and time.

- *NUMBER OF COPIES*

Each bidder should submit **one (1) original** and **(1) copy** of the bid.

- *ENVELOPE MARKING*

The bid envelope should be marked as follows:

- òENGRAVING SERVICES OF DONOR BRICKSö Due: May 19, 2016 @ 11:00 A.M.
- Vendorø Name
- Vendorø Address

- *BID DEPOSIT/BONDS and PAPERWORK*

A bid deposit is not required for this project. The Bidder must furnish a Non-Collusion Form and Statement of Taxes and the other City paperwork in **Exhibit A** with their bid.

- *USE OF OTHER NAMES AND REFERENCES*

Unless otherwise stated, the use of manufacturer's name and product numbers are for descriptive purposes and establishing general quality levels only. They are not intended to be restrictive, but utilized where no other manner of description will suffice. Bidders are required to state exactly what they intend to furnish, otherwise, it is fully understood that they shall furnish all items stated.

*The jurisdiction reserves the right to determine whether something is of equal value.

- *CONTRACT TYPE AND TERM*

This is a unit-price contract. The contract will be for the purchase of engraved bricks on a unit price (per each) basis, with an anticipated total purchase amount of 4,300 engraved bricks. ~~This is a firm, fixed price contract. This contract will be for an outright purchase.~~

- *AWARD OF CONTRACT*

The City of Quincy shall award a single contract to the most responsive and responsible bidder offering the lowest total price for providing approximately 4,300 ~~4750~~ engraved donor bricks by the completion date (June 23rd, 2016 @ 4:00 P.M).

BIDDER'S QUALIFICATIONS

~~• INSURANCE REQUIREMENTS~~

~~Vendors doing business with the City of Quincy are required to provide a copy of their insurance policy, including all endorsements that list the City of Quincy as an additional insured in the amounts as specified herein. (*some coverage may not be required)~~

• WARRANTY

The successful vendor must provide a 2-year warranty to the City of Quincy.

• REFERENCES

Vendor must provide at least 3 references from within the last 3 years with similar size and demographics as the City of Quincy.

AVAILABLE PROJECT INFORMATION

**NOTE ó Within this contract, the terms “engrave”, “engraving” and any other form of the word includes sandblasting, painting and sealing of donor bricks.*

- Brick pavers have been pre-purchased by the City of Quincy and will be engraved with donorø names and installed (by others) within the walkways of the Adams Hancock Green ó Phase 1 Project.
- Pre-purchased donor bricks will be located at:
Quincy Park & Forestry Department
1 Merrymount Pkwy
Quincy, MA 02169

SUMMARY OF WORK

Approximately ~~4,300~~ ~~4,750~~ blank pre-purchased bricks are to be engraved and painted with donor names provided by the City of Quincy. The City reserves the right to modify the total amount of engraved bricks under this contract utilizing the per each bid price, either as additions to or deduction from the current estimated total. Donor name text will be provided by the City in an Excel spreadsheet formatted into three (3) columns representing up to three (3) lines of text to be engraved and painted on each brick. The donorø name and/or text in each column are primarily limited to eighteen (18) characters. The following coordination process will be required:

- Engraving of donor bricks will be consistent with the existing engraved donor bricks to be placed in the Adams Hancock Green. Engravers will utilize the process, materials and methods outlined below to maintain consistency between all engraved bricks. A sample engraved brick will be provided to the engraver in advance of their work to ensure that the work will match to the previously engraved bricks.
- Engraver is responsible for loading & transportation of pre-purchased donor bricks from the Quincy Park & Forestry Department in Quincy to the Engraverø production site.
- Finished engraved donor bricks are to be stacked onto pallets in batches of five-hundred (500) and prepared for pick up by others.

- All engraved brick pavers are to be engraved and available for pick up by others no later than Thursday, June 23rd, 2016 @ 4:00 P.M. Finished, engraved bricks shall be stacked in batches of five-hundred (500) bricks and prepared for pick up by others throughout the duration of work so that multiple pick-ups can occur in advance of the June 23rd date.

SPECIFICATIONS

A. Materials:

- Pre-purchased bricks:
 - Manufacturer: INTERSTATE BRICK
 - Product: 2 ó ¼ö TRUE PAVER
 - Color: CAST IRON
 - Dimensions*: 4ö width x 8ö length x 2 ¼ height
 - *Actual dimensions of brick face (4ö x 8ö) may vary by ± ö.
- Stain & Sealant:
 - Manufacturer: LITHOCHROME MATERIALS
 - Products: LITHOCHROME STONE PAINT ó BLACK STAIN
LITHCO CLEAR ó CLEAR SEALANT

B. Engraving Process:

- All donor bricks shall be sandblasted and painted in the same manner
- Text Requirements:
 - Font Style: Arial Baltic in ALL CAPS
 - Font Height: 0.593ö
 - Maximum of three (3) lines per brick
 - Maximum of 18 characters per line including spaces and punctuation (some exceptions may apply)
- Awarded Contractor will receive the above mentioned Excel database of donor names and/or text, which will be pre-delimited into three (3) columns for conversion to CNC sandblasting format

BASIS OF BID

Bidder will complete the Work in accordance with the Contract Documents for the following price(s) EXCLUDING MASSACHUSETTS SALES, STORAGE AND USE TAX. Bidder must complete all items.

ITEM NO.	Item Description with Price in Written Words	Estimated Quantity & Unit	Unit Bid Price Per Each (Figures)	Total Bid Price (Figures)
1	Engraving of donor brick	4,300*		
	@ _____ _____ Dollars and _____ Cents PER EACH	EA		

* The City reserves the right to modify the total amount of engraved bricks under this contract utilizing the per each bid price, either as additions to or deduction from the current estimated total.

The undersigned propose to furnish the goods/services required per bid specifications to the City of Quincy for the amount listed below:

TOTAL BID PRICE (ITEM 1)

_____ Dollars and _____/100 \$ _____
(Use words) *(Use figures)*

Receipt of Addendum No. _____ Acknowledged By: _____

Company Name: _____

Address: _____

Telephone #: _____

Date: _____

Bid Signed By: _____

Title: _____

(3) REFERENCES WHERE SIMILAR SALES HAVE BEEN PURCHASED

1. _____

2. _____

3. _____

Please include name and phone number of contacts.

If you have received this bid from either the City of Quincy Website or through an email it is your responsibility to check for addenda (at www.quincyma.gov) before you turn in your proposal. The City of Quincy will not be responsible any bids received omitting addenda acknowledgement.