



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Procurement & Contracting Services
KATJANA BALLANTYNE
MAYOR

ANGELA M. ALLEN
CHIEF PROCUREMENT OFFICER

ANDREA CARUTH
DEPUTY CHIEF PROCUREMENT OFFICER

MEMORANDUM

To: City Council
From: Angela M. Allen
Date: 3 April 2024
RE: Information Related to Order ID# 24-0337

11. Order (ID # [24-0337](#)) That the Director of Water and Sewer and the Director of Procurement and Contracting Services update this Council on the bidding process for IFB 24-39 (Repairs to Water Main Gate Valves and Appurtenance) and IFB 24-29 (Water Distribution System Maintenance & Repairs) and ensure documentation is updated on the city's website for these bids and the previous versions of these bids (IFB 21-51 and IFB 21-52) when they were previously awarded in 2021.

The Procurement & Contracting Services (PCS) department conducted a routine procurement process on behalf of the Water & Sewer Enterprise. PCS worked with Water & Sewer to prepare and issue two bid packages: Invitation for Bid (IFB) 24-29 and IFB 24-39. The owner department's role is to update any specifications, scopes of work, qualifications of the successful contractor, pricing methodology, contract timelines, and estimated budget (if applicable) and then to submit a procurement request to PCS. PCS then prepares the "bid package," a generic term used for an Invitation for Bid (IFB) or Request for Proposal (RFP).

Water & Sewer prioritized the package for Water Distribution System Maintenance & Repairs, which became IFB 24-29 and was the first package advertised in November 2023 with a bid deadline of 7 December 2023. As is common practice, PCS worked with the owner department to identify prospective bidders and PCS directly notified the prospective bidders via email about the opportunity. PCS also posted the bid package and all relevant information about the opportunity on the City's website.

The City received no bids for IFB 24-29 on 7 December. When this happens, it is standard practice for PCS and the owner department (in this case, Water & Sewer) to contact the contractors in the relevant industry and ask why they did not submit a bid. PCS and the owner department consider feedback from the prospective bidders, revise the bid package if needed, and then PCS "re-bids" the package.

Meanwhile, Water & Sewer submitted their updated specifications to PCS to procure a related service package for Repairs to Water Main Gate Valves and Appurtenance, which became IFB 24-39. Both the

Rebid of IFB 24-29 and the new IFB 24-39 were advertised and issued in January 2024 with a bid deadline of 12 February 2024. To enhance marketing of the two contracting opportunities and engage the prospective bidders in the industry, PCS and Water & Sewer hosted an optional pre-bid briefing session to introduce the two packages and take any questions from prospective bidders. It is common practice to host pre-bid briefing sessions to market the City's contracting opportunities, foster competition and elicit and address questions from prospective bidders.

In each IFB, prospective bidders were instructed to submit questions in writing to PCS by the published deadline for questions, which is also a standard practice for all procurement projects. Working with Water & Sewer to answer the questions submitted, PCS prepared and issued two addenda for each of the IFBs. Addendum #1 for each package extended the bid deadline, and Addendum #2 for each package documented the questions from prospective bidders and the City's answers to those questions.

An addendum is an update to a bid package (an IFB or a Request for Proposal) that documents questions asked and the City's answers to those questions. An addendum is also issued if a bid deadline is extended or if the City has updates to the originally issued bid package. Addenda are published on the City's website and PCS notifies all prospective bidders via email when an addendum is issued. Bidders must acknowledge addenda when they submit their bids or proposals to the City.

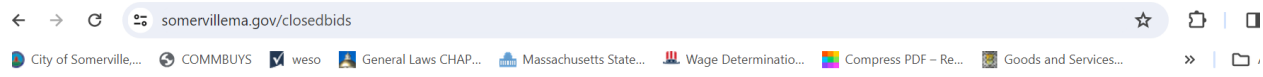
The City received four bids on the bid opening date of 12 February 2024. In a public bid opening, PCS opened the one bid it received from N. Granese & Sons, Inc. in response to IFB 24-29. PCS opened the three bids it received in response to IFB 24-39 and the lowest responsible and eligible bidder was E.B. Rotondi & Sons, Inc. Contracts to these two lowest bidders have been awarded and fully executed.

The PCS webpages on the City's website reflects the status of these procurement projects. Screenshots of the results of the aforementioned IFBs are shown below and available at <https://www.somervillema.gov/closedbids>.

Screenshots of PCS Webpage related to:

IFB 24-29, Rebid IFB 24-29, IFB 24-39, and IFB 21-51 and IFB 21-52

<https://www.somervillema.gov/closedbids>



City of **Somerville**



APPLY						
Bid Number	Title	Opening Date ▼	Bid Package File	Addendum	Bid Results	Awarded To
IFB 24-29	IFB 24-29 Water Distribution System Maintenance & Repairs	Thu, 12/07/2023 - 2:00pm	IFB 24-29 Water Distribution System Maintenance & Repairs.pdf			No bids received
IFB 24-39	IFB 24-39 Repairs to Water Main Gate Valves and Appurtenance	Mon, 02/12/2024 - 3:00pm	IFB 24-39 Repairs to Water Main Gate Valves and Appurtenance.pdf	Addendum 1_Deadline Extension , Addendum 2_Revised Price Sheet, Scope and Q&A	Bid Opening IFB 24-39 Corrected.pdf	E.B. Rotondi & Sons, Inc.
REBID IFB 24-29	REBID IFB 24-29 Water Distribution System Maintenance & Repairs	Mon, 02/12/2024 - 2:30pm	REBID IFB 24-29 Water Distribution System Maintenance & Repairs.pdf	Addendum 1_Deadline Extension , Addendum 2_Revised Price Sheet and Q&A	Bid Opening REBID IFB 24-29.pdf	N. Granese and Sons, Inc.
IFB#21-52	IFB 24-52 Repairs to Water Main Gate Valves and Appurtenances	Tue, 03/30/2021 - 1:00pm	IFB21-52 Repairs to water main gate valves.pdf , Bidholders List for IFB21-52.pdf		Bid Results- IFB21-52.pdf	Tim Zanelli Excavating, LLC
IFB#21-51	IFB#21-51 Water Distribution Systems Regular and Emergency Repairs	Tue, 03/30/2021 - 12:00pm	Bidholders List for IFB21-51.pdf , IFB21-51Water distribution system repairs maintenance.pdf		Bid Results- IFB 21-51.pdf	Tim Zanelli Excavating, LLC