

**ADDENDUM NO. 1
INVITATION FOR BIDS
ON-CALL ELECTRICAL SERVICES**

Date Issued: August 31, 2026

Bid Due Date: September 2, 2026 at 12:00 P.M.

Lead Procurement Agency: Leominster Housing Authority

Address: 100 Main Street, Leominster, MA 01453

Procurement Contact: Adam Gautie

Email: adam@leominsterha.com

This Addendum No. 1 forms part of the Contract Documents for the On-Call Electrical Services Invitation for Bids. All bidders shall acknowledge receipt of this Addendum on their Bid Form.

The following questions have been received from a prospective bidder. The responses below apply equally to all bidders.

QUESTION 1 – TOTAL EVALUATED BID / BASIS OF AWARD

Question:

How is the winning bid calculated? Is the "Total Evaluated Bid" the total of all the "Extended Prices"? Is this the value used to determine the winning bid?

Response:

Yes.

The Total Evaluated Bid is the sum of all Extended Prices in the Evaluated Bid Schedule for the applicable participating entity.

For each evaluated item, the Extended Price shall be calculated using the evaluation quantity stated on the Bid Form and the Bidder's corresponding unit price or rate.

The Total Evaluated Bid will be used to determine the lowest responsive and responsible bidder for each participating entity.

The evaluation quantities are used solely to provide a uniform method of comparing bids. They are not guaranteed quantities and do not constitute a guarantee of work or expenditures under the resulting Contract.

Actual compensation under the Contract will be based upon work actually authorized and satisfactorily performed using the applicable Contract rates and prices submitted by the successful Bidder.

Each participating entity will make its award independently.

QUESTION 2 – MASTER ELECTRICIAN RATE

Question:

We do not typically have a billing rate for "Master Electrician." If that field is left blank, will that automatically disqualify or otherwise adversely affect the bid?

Response:

No.

The requirement to provide a separate Master Electrician hourly billing rate is hereby deleted from the Evaluated Bid Schedule.

Bidders are not required to provide a separate Master Electrician billing rate, and leaving that field blank will not adversely affect the evaluation of the Bid.

The Contractor remains responsible for providing all required licensing, supervision, oversight, permitting, and services of a Master Electrician when required by law or the Contract Documents. Such costs shall be considered included within the Contractor's Contract pricing unless otherwise specifically authorized in writing by the Awarding Authority.

For bid evaluation purposes, the labor classifications will be:

Journeyman Electrician
Apprentice Electrician

QUESTION 3 – BOOM LIFT AND SCISSOR LIFT

Question:

The Bid Form requests hourly rates for Boom Lift and Scissor Lift. These are normally rented and the cost varies depending upon the equipment and rental duration. If these fields are left blank, will the bid be disqualified or adversely affected?

Response:

No.

The Boom Lift and Scissor Lift hourly-rate fields are hereby deleted from the Evaluated Bid Schedule.

Bidders are not required to provide fixed hourly rates for Boom Lifts, Scissor Lifts, or similar specialized rental equipment. Leaving these fields blank will not adversely affect the Bid.

When specialized equipment is required to perform an authorized Work Order, the Contractor shall obtain prior written authorization from the Awarding Authority before renting the equipment.

Authorized specialized equipment rentals will be reimbursed at the Contractor's actual documented rental cost, without markup.

A copy of the rental invoice or other satisfactory documentation of actual cost shall be submitted with the Contractor's invoice.

Normal tools and equipment customarily provided by an electrical service contractor, including service vehicles, ladders, meters, testers, hand tools, and similar equipment, shall be included in the Contractor's labor rates and shall not be separately reimbursed.

QUESTION 4 – ELECTRONIC BID SUBMISSION

Question:

The Invitation for Bids states that this is a Chapter 149 bid but also provides an email address for submitting bids. Is submission by email sufficient, or must the Bid Forms be delivered in person to 100 Main Street, Leominster by September 2 at noon?

Response:

Email submission is acceptable for this solicitation due to the dollar amount of the contract. Chapter 149 requires sealed bidding when > \$50,000.

Bidders may submit their completed Bid Forms and required submission documents by either of the following methods:

Electronic Submission: Email to: adam@leominsterha.com

Hard-Copy Submission:

Leominster Housing Authority
100 Main Street
Leominster, MA 01453

Regardless of the method selected, the complete Bid must be received by the Leominster Housing Authority no later than 12:00 P.M. on September 2, 2026.

Bidders submitting electronically should clearly identify the email subject as:

ON-CALL ELECTRICAL SERVICES BID

The Bidder's company name should also be included in the subject line or body of the email.

Bidders are not required to submit both an electronic copy and a hard copy.

An electronic Bid received at the designated email address before the submission deadline will satisfy the Bid submission requirement.

This Addendum supersedes any language in the Invitation for Bids that could be interpreted as requiring delivery of a sealed hard-copy Bid.

QUESTION 5 – BID RESULTS

Question:

Will the bid results be emailed to everyone or only to the winning bidder(s)?

Response:

Following the Bid Opening and review of the submissions, the Leominster Housing Authority intends to make the bid results/tabulation available to all bidders.

The apparent low bidder is not necessarily the successful bidder. All bids remain subject to review for responsiveness, bidder responsibility, required qualifications, references, and compliance with the Contract Documents before an award is made.

Successful bidders will receive a separate Notice of Award or other written notification from the applicable participating entity.

QUESTION 6 – NUMBER OF CONTRACTORS AWARDED

Question:

Will more than one winner be chosen per contract?

Response:

No. The intent is to award one Contractor for each participating entity's contract.

Each participating entity will make a separate award to the lowest responsive and responsible bidder for that entity based upon its Total Evaluated Bid.

Accordingly, there may be multiple successful bidders across the overall procurement because each participating entity is making an independent award. The same Contractor may also be the successful bidder for more than one participating entity.

The participating entities are:

Leominster Housing Authority
Lunenburg Housing Authority
Sterling Housing Authority
West Boylston Housing Authority
Holden Housing Authority
Leominster Development Corporation

Each resulting contract shall be separately administered by the applicable participating entity.

REVISION TO EVALUATED BID SCHEDULE

For clarity, the Evaluated Bid Schedule for each participating entity is hereby revised so that the Total Evaluated Bid is based only upon the following evaluated components:

Evaluated Item	Calculation
Journeyman Electrician Labor	Evaluation Hours × Hourly Rate
Apprentice Electrician Labor	Evaluation Hours × Hourly Rate
Material Markup	Evaluation Material Amount × Bidder's Markup Percentage
TOTAL EVALUATED BID	Sum of all Extended Prices above

The following items are deleted from the Evaluated Bid calculation:

- Master Electrician hourly rate
- Boom Lift hourly rate
- Scissor Lift hourly rate

Bidders who have already completed their Bid Forms may leave these deleted fields blank.

Blank entries for these three deleted items will not cause a Bid to be rejected and will not be included in determining the Total Evaluated Bid.

BID DEPOSIT

No Bid Deposit is required for this solicitation.

Any provision of the Contract Documents that may be interpreted as requiring a Bid Deposit for this procurement is hereby deleted.

ACKNOWLEDGMENT OF ADDENDUM

Bidders shall acknowledge receipt of this Addendum on the Bid Form.

If a Bid has already been electronically submitted prior to issuance of this Addendum, the Bidder may acknowledge Addendum No. 1 by email to the Procurement Contact prior to the Bid submission deadline.

Except as specifically modified by this Addendum, all other terms, conditions, specifications, and requirements of the Invitation for Bids remain unchanged.

END OF ADDENDUM NO. 1