



The City of **WORCESTER**

Administration & Finance – Purchasing Division
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July 13, 2022

To All Bidders:

Subject: **RFP #: CR-7843-W3, Cleaning Services – Union Station / WRA**

ADDENDUM NO. 1

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- **PLEASE SEE ATTACHED GENERAL BID CLARIFICATIONS**

Proposers are requested to acknowledge and/or include this addendum with submission. All other terms, conditions and specifications remain unchanged.

Very truly yours,

Christopher J. Gagliastro
Purchasing Director

RFP #: CR-7843-W3, Cleaning Services – Union Station / WRA

Changes to the Specifications

1. At the Federal Contract Clauses Exhibit, page 62, item 20, Written Protest and Procedures, **DELETE** the text of this item #20 and **INSERT** the following:

“Bid Protest Procedures apply to Federal Transit Administration (FTA) assisted procurements that are competitively solicited. Interested parties must adhere to the following procedures. A protest will be processed in the time frames and structure specified below.

A. PRIOR TO OFFER OPENING

1. Protests concerning a procurement (by a prime contractor or an adversely affected subcontractor) must be in writing (email or U.S. Mail/Courier) and received by the City of Worcester (City), Purchasing Division (Purchasing), not less than five (5) working days before offer opening unless a different deadline is established in the procurement documents.
2. Upon receipt of that protest the City will determine if the offer opening should be postponed. If offer opening is postponed, the City will notify all prime contractors and subcontractors who have been furnished a copy of the specifications that a protest has been filed and that offer opening is postponed until the City has issued its decision. Appropriate addenda will be issued rescheduling offer opening.
3. Any protest to the City may be withdrawn at any time before a decision has been issued.
4. The City will respond within three (3) working days of receiving the protest, at least generally, to each material issue raised in the Protest. If the matter requires further evaluation, Purchasing will notify the protesting party in writing (by email or U.S. Mail) of the extended review period.

B. AFTER OFFER OPENING

1. Protests received after an offer opening will be considered only if it concerns an issue, procedure, or other matter that could not have been protested by an offeror prior to the opening. The protest must be in writing and be received by the City at least three (3) working days before the conditional award of a contract by the WRTA.
2. Upon receipt of the protest, the City will determine if the award of the contract should be postponed. If it is postponed, the City will notify all offerors that a protest has been filed and that award of the contract is postponed until a decision is been issued.
3. A protest to the City may be withdrawn at any time before a decision has been issued.
4. The City will respond within three (3) working days of receiving the protest, at least generally, to each material issue raised in the Protest. If the matter requires further evaluation, the City will notify the protesting party in writing (by email or U.S. Mail) of the extended review period.

C. AFTER AWARD

1. Protests received after an award has been made will be considered only if it concerns an issue, procedure or other matter that could not have been protested by an offeror after the opening. The protest must be in writing and received by the City three (3) working days before the execution of the resulting contract.
2. Upon receipt of the protest, the City will determine if the execution of the contract should be postponed. If it is postponed, the City will notify all offerors that a protest has been filed and that execution of the contract is postponed until the City has issued its decision.
3. A protest to the City may be withdrawn at any time before a decision has been issued.
4. The City will respond within three (3) working days of receiving the protest, at least generally, to each material issue raised in the Protest. If the matter requires further evaluation, the City will notify the protesting party in writing (by email or U.S. Mail) of the extended review period.

D. APPEALS

1. Except as provided above, there are no further administrative appeals available. In certain circumstances judicial remedies may be available to aggrieved parties. The City will consider all written protests made within the timelines stated in this policy. Protest submissions should be concise, logically arranged, clearly state the grounds for the protest, and must include:

- Name, address, and telephone number of protestor.
- Solicitation or contract name and/or number.
- A detailed statement of the legal and factual grounds for the protest, including copies of all relevant documents or information.
- A statement of relief requested.

Protests are to be filed by email or certified mail, return receipt requested, or by personal deliver by the dates noted above to:

City of Worcester
City Hall
455 Main Street Room 201
Purchasing Division
Attn: Christopher Gagliastro
Worcester, MA 01608
gagliastroc@worcesterma.gov

If protests are filed by personal delivery, the protestor must obtain a time-stamped copy of the protest from the Purchasing Division, as proof of the date and time of the filing of the protest. It is the Protester's sole responsibility to provide said copy at the time of filing."

Proposer Questions:

1. **Question:** Could you please post copies of "WRA Forms" EE-9 and EE-12?
Answer: The following forms are included on PDF pages 75 and 76 of the bid package.
GOVERNMENT-WIDE DEBARMENT AND SUSPENSION - FORM -EE -9
LOBBYING RESTRICTIONS - FORM EE-12