



## CITY OF WORCESTER, MASSACHUSETTS



Administration & Finance  
Purchasing Division  
455 Main Street – Room 201  
Worcester, MA 01608  
(508) 799-1220  
[www.worcesterma.gov](http://www.worcesterma.gov)

September 10, 2020

To All Bidders:

Subject: **Bid No. CR-7466-W1, Print & Mailing Services (Report Cards) / WPS**

### **ADDENDUM NO. 1**

To Whom It May Concern:

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

- **SEE ATTACHED REVISED PRICING PAGE**

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

Very truly yours,

Christopher J. Gagliastro  
Purchasing Director

Item#	Quantity	Unit Measure	Item	Unit Price	Total Amount
			<b>All items as per specifications</b>		
			Quantities are Approximate per Year		
1	46,200	EA	Secondary Interim Report Cards		
2.	46,200	EA	Secondary Report Cards		
3	2,720	EA	IEP Report Cards		
4	52,000	EA	Elementary Report Cards*		
5-a	22,800	EA	Additional pages* - Summer Reading		
5-b	13,000	EA	Additional pages* - Math Calendar		
5-c	22,800	EA	Additional pages* - 2021-2022 School Year Calendar		
			<b>*only if Covid required</b>		
			<b>Total *</b>		

\*Award to be based on the total amount for all items. Bidders must bid all items.

- ❖ Estimated annual quantities are for bid purposes only. Awardee will be required to hold unit pricing for the contract term.
- ❖ Refer to specification for delivery requirements
- ❖ Upon request, bidders shall provide evidence of responsibility, experience and expertise in the services described in this bid invitation.

BIDDER NAME: \_\_\_\_\_

BIDDER EMAIL: \_\_\_\_\_