



The City of **WORCESTER**

Administration & Finance – Purchasing Division
Christopher J. Gagliastro, MCPPO – Purchasing Director
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April 9, 2025

To All Bidders:

Subject: **Bid No. 8418-M5 – Print & Mail Form 38D / Assessing**

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 proposal request.

Questions Received by this Office, and Answers from The City:

1. Q: What paper stock should the letters be printed on?
A: White 24/60
2. What paper size are the letters?
A: 8.5" x 11"
3. What type of #10 envelopes, with window or without?
A: #10 with window
4. Will we be using our mail permit?
A: Yes, certified mailing.

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

Very truly yours,

Stephen R. McDonald
Assistant Purchasing Director