



The City of
WORCESTER

Administration & Finance – Purchasing Division
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November 5, 2025

To All Bidders:

Subject: **Bid No. 8588-M6 – Fold, Stuff, & Mail -W-2s/ Treasury**

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.

General Bid Clarification:

- 1) City is updating quantities and removing printing of envelopes from this solicitation.

Please use the new pricing pages below.

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



REVISED PRICING TABLE
BID #: 8588-M6

| Item No. | Estimated Quantity | Description | UNIT PRICE | EXTENDED PRICE |
|---|--------------------|--|------------|----------------|
| 1 | 8,000 | Fold & Stuff Customer Provided W-2s and special insert (2 pages total) into customer provided envelopes. | | |
| 2 | 8,000 | Send W-2s & Inserts via First Class Mail MAILING MUST BE COMPLETED BY JANUARY 31, 2026 | | |
| 3 | 8,000 | Fold & Stuff Customer Provided 1095s (1 page total) into customer provided envelopes. | | |
| 4 | 8,000 | Send 1095s via First Class Mail MAILING MUST BE COMPLETED BY JANUARY 31, 2026 | | |
| | | | TOTAL: | \$ |
| ***W-2 & 1095s are in different envelopes / 16,000 pieces of mail total*** | | | | |