



March 27, 2026

To All Bidders:

Subject: **Bid No. 8660-W6, Scanning & Digitization Services / City Clerk**

**ADDENDUM NO. 2**

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.

• **CLARIFICATION ON RECORDS**

**City expect all vital records, zoning and city council journal books to be scanned in separate folders as identified below. The scanned pages in the folders should be provided both on an individual page basis and one combined pdf file based on book name or vital record year and returned in the following indexing category samples:**

Journal of Mayor and Aldermen_2_1852-1856	3/3/2026 9:50 AM
Journal of Mayor and Aldermen_3_1857-1863_3_1857-1863	3/2/2026 12:22 PM
Journal of Mayor and Aldermen_Volume 3_1857-1863	3/2/2026 12:23 PM
Record of the Zoning Board of Appeal_24_1982	10/3/2025 2:52 PM

Journal of Mayor and Alderman_Volume 1_1848-1854	2/19/2026 1:49 PM	File folder
--	-------------------	-------------

Town Records_Volume 3_1754-1781	6/27/2024 2:58 PM	File folder
Town Records_Volume 4_1774	6/27/2024 3:00 PM	File folder
Town Records_Volume 5_1796-1819	3/2/2026 2:49 PM	File folder
Town Records_Volume 6_1820	6/27/2024 3:08 PM	File folder
Town Records_Volume 7_1848	6/27/2024 3:12 PM	File folder
Worcester Town Records_Volume 1_1722-1740	3/2/2026 12:24 PM	File folder
Worcester Town Records_Volume 2_1740-1753	6/27/2024 3:16 PM	File folder



Births Registered in the City of Worcester_Volume 12_1907-1909	2/19/2026 3:13 PM	File folder
Births_Volume 3_1800-1841	3/2/2026 12:21 PM	File folder
Births_Volume 17_1922-1924	2/19/2026 3:09 PM	File folder
Record of Births_Vol. 4_1832-1869	6/27/2024 3:18 PM	File folder
Record of Births_Volume 1_1850-1859	2/19/2026 3:07 PM	File folder
Record of Births_Volume 3_1866-1870	3/2/2026 12:21 PM	File folder
Register of Births - City of Worcester_Volume 2_1860-1865	2/20/2026 4:14 PM	File folder
Register of Births_Volume 9_1897-1900	3/2/2026 4:05 PM	File folder
Register of the Town of Worcester_Births_Deaths_Marriages_Volume 4_1843-1849	2/20/2026 4:14 PM	File folder

Deaths_Volume 3_1818-1844	2/19/2026 3:12 PM	File folder
---------------------------	-------------------	-------------

**Below is the naming category for individual files:**

Name	Date modified	Type	Size
Journal of Mayor and Aldermen_2_1852-1856_000001	1/16/2025 1:09 PM	TIF File	15,113 KB
Journal of Mayor and Aldermen_2_1852-1856_000002	1/16/2025 1:09 PM	TIF File	72,940 KB
Journal of Mayor and Aldermen_2_1852-1856_000003	1/16/2025 1:09 PM	TIF File	71,984 KB
Journal of Mayor and Aldermen_2_1852-1856_000004	1/16/2025 1:09 PM	TIF File	73,063 KB
Journal of Mayor and Aldermen_2_1852-1856_000005	1/16/2025 1:09 PM	TIF File	71,628 KB
Journal of Mayor and Aldermen_2_1852-1856_000006	1/16/2025 1:09 PM	TIF File	75,096 KB
Journal of Mayor and Aldermen_2_1852-1856_000007	1/16/2025 1:09 PM	TIF File	68,637 KB
Journal of Mayor and Aldermen_2_1852-1856_000008	1/16/2025 1:09 PM	TIF File	71,543 KB
Journal of Mayor and Aldermen_2_1852-1856_000009	1/16/2025 1:09 PM	TIF File	73,891 KB
Journal of Mayor and Aldermen_2_1852-1856_000010	1/16/2025 1:09 PM	TIF File	70,292 KB
Journal of Mayor and Aldermen_2_1852-1856_000011	1/16/2025 1:09 PM	TIF File	74,680 KB

**Combined pdf file version:**

Name	Date modified	Type	Size
JPEG	3/3/2026 9:13 AM	File folder	
TIFF	1/16/2025 1:18 PM	File folder	
Journal of Mayor and Aldermen_2_1852-1856	1/16/2025 1:23 PM	Microsoft Edge P...	1,533,857 KB

**Vital Records Index Card's (loose):**

These records need to be individually scanned returned in separate scanned files and also in one combined pdf based on the year of the record and document rather than individual docs based on the year of the records.



**Below is the naming category for individual records:**

Name	Date modified	Type	Size
Journal of Mayor and Aldermen_2_1852-1856_000001	1/16/2025 1:09 PM	TIF File	15,113 KB
Journal of Mayor and Aldermen_2_1852-1856_000002	1/16/2025 1:09 PM	TIF File	72,940 KB
Journal of Mayor and Aldermen_2_1852-1856_000003	1/16/2025 1:09 PM	TIF File	71,984 KB
Journal of Mayor and Aldermen_2_1852-1856_000004	1/16/2025 1:09 PM	TIF File	73,063 KB
Journal of Mayor and Aldermen_2_1852-1856_000005	1/16/2025 1:09 PM	TIF File	71,628 KB
Journal of Mayor and Aldermen_2_1852-1856_000006	1/16/2025 1:09 PM	TIF File	75,096 KB
Journal of Mayor and Aldermen_2_1852-1856_000007	1/16/2025 1:09 PM	TIF File	68,637 KB
Journal of Mayor and Aldermen_2_1852-1856_000008	1/16/2025 1:09 PM	TIF File	71,543 KB
Journal of Mayor and Aldermen_2_1852-1856_000009	1/16/2025 1:09 PM	TIF File	73,891 KB
Journal of Mayor and Aldermen_2_1852-1856_000010	1/16/2025 1:09 PM	TIF File	70,292 KB
Journal of Mayor and Aldermen_2_1852-1856_000011	1/16/2025 1:09 PM	TIF File	74,680 KB

**Combined pdf vital record file version based on vital record year:**

Name	Date modified	Type	Size
JPEG	3/3/2026 9:13 AM	File folder	
TIFF	1/16/2025 1:18 PM	File folder	
Journal of Mayor and Aldermen_2_1852-1856	1/16/2025 1:23 PM	Microsoft Edge P...	1,533,857 KB

**Pricing Sheet Clarification and Records to be scanned:**

A	B	C	D	E	F	G	H	I	J	K
	Item #	Quantity**	UOM	Description	Height	Width	Price per unit.	Total		
<b>Scanning &amp; Digitization Services - City Clerk</b>										
	1	105,725	each	Index Card (loose)	2"	5"	\$ _____	\$ _____		
	2	16,914	each	Index Book Page - Scan EACH page	18.25"-18.75"	11.5"-12.5"	\$ _____	\$ _____		
	3	46,449	each	Vital Records - Scanned across BOTH pages, BLANK pages may be skipped	16.25"-18.75"	11"-13"	\$ _____	\$ _____		
	4	23	each	Zoning Book of Appeals	16.25"-18.75"	11"-13"	\$ _____	\$ _____		
	5	103	each	City Council Journals	16.25"-18.75"	11"-13"	\$ _____	\$ _____		
							TOTAL ALL ITEMS (1 - 5)	\$ _____		
	*Must bid all items. Award to be made in the aggregate									
	**Quantities are estimated for bidding purposes only									
	Bidder shall honor unit price for any and all quantities.									

The records in the upstairs vault are already provided with an index and condition identified online: under the excel document called - **8660-W6-City Clerk-Inventory of Upstairs Vault.xlsx**

The records that are identified in the bid pricing page as Zoning Book of Appeals and City Council Journals but were not included in the previous inventory list are included in this addendum. **ADDENDUM NO. 2- (See excel sheets on bid page / attached)**



The City of  
**WORCESTER**

Administration & Finance – Purchasing Division  
Christopher J. Gagliastro, MCPPO – Purchasing Director  
455 Main Street, Room 201, Worcester, MA 01608  
P | 508-799-1220  
[purchasing@worcesterma.gov](mailto:purchasing@worcesterma.gov)

**City Clerk vital record access when the records are in the custody of the vendor:**

Once the records are delivered to the vendor for scanning the vendor must be able to send over a scan of any vital record that is necessary for the City Clerk within 24 hours of the City Clerk office request. The City Clerk office will work with the vendor to identify the book or record page that is needed for clerk office services when the initial request is made.

**Return of digital scanned records:**

Scanned ocr digital records should be returned to the city clerk office via hard drive.

All other terms and conditions remain unchanged.

Proposers are requested to acknowledge and/or include this addendum with submission

Very truly yours,

Christopher J. Gagliastro  
Purchasing Director

<u>Item #</u>	<u>Quantity **</u>	<u>UOM</u>	<u>Description</u>	<u>Height</u>	<u>Width</u>	<u>Price per unit</u>	<u>Total</u>
<b>Scanning &amp; Digitization Services - City Clerk</b>							
1	105,725	each	Index Card (loose)	2"	5"	\$ _____	\$ _____
2	16,914	each	Index Book Page - Scan <b>EACH</b> page	18.25"-18.75"	11.5"-12.5"	\$ _____	\$ _____
3	46,449	each	Vital Records - Scanned across <b>BOTH</b> pages, <b>BLANK</b> pages may be skipped	16.25"-18.75"	11"-13"	\$ _____	\$ _____
4	23	each	Zoning Book of Appeals	16.25"-18.75"	11"-13"	\$ _____	\$ _____
5	103	each	City Council Journals	16.25"-18.75"	11"-13"	\$ _____	\$ _____
					<b>TOTAL ALL ITEMS (1 - 5)</b>		\$ _____ *
<i>*Must bid all items. Award to be made in the aggregate</i>							
<i>**Quantities are estimated for bidding purposes only</i>							
<i>Bidder shall honor unit price for any and all quantities.</i>							

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