



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

August 26, 2026

To All Bidders:

Subject: **Bid No. 8790-M7 – Property Card Digitization Services / 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. The information contained on the sample property card image provided does not match the three index fields per card as defined in the scope of services. Please clarify the information on the property cards that needs to be keyed vs. captured from a data file.
A: Due to the age of some cards, the naming conventions have changed over time. Some examples are included on the following pages. This information will likely need to be recorded manually into a data file.
2. Will bid submissions via email only be accepted, or must the bid be delivered to City Hall?
A: Email submissions are acceptable, and preferred; however delivery is also acceptable.
3. Is a bid bond required at the time of submitting the bid? The amount line is blank (pg. 1, Item 2, under General section).
A: No bond is required for this solicitation.

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



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Example #1:

Owner: Hemenway Robert P. & Dorothy J. 7611 Woodrow Wilson Highway Terontay, Mich. Area 170
Purchase of Property 7/6/5 Valuation as Assessed Part Richey, Fla 33 18 170
Date 6-24-56 Year 1933 Total Value 500 Area 40500 Land Value 500 Building Value 500 Foot Price 34668 Finance Data
Built (4617-550) 24315400 19 33 # 7455 Gross Rental Value, \$
19 34 # 6518 Expenses, Inc. Mtg. Interest, \$
19 35 # 6455 Net Income, \$
Type of Building 19 36 # 3670 19 46 late 190-195 inc.
No. Stories 19 49 11,250 200 See 17. 1st Mortgage
Apartment Building Area Area 2nd Mortgage
Bank Total all Sq. Ft. Above Street Level Area Cu. Ft. 66-4-500.
Business Floor Space Sq. Ft. Building Height Ft. Insurance
Factory
Garage Capacity
Gas Station
Hotel
Industrial
Office Bldg.
Stores

MYRICH AVENUE
LUTHER AVENUE
TOMMYTH AVENUE

Style of House
Old Class Modern
Bungalow
Single
2-Family
3-Family
4-Family
6-Family
Rooms, Number
No. Cars

This is an example of an older card; in these cases, the highlighted card fields marked Bk (Book), Pg (Page), and Lot translate to Map, Block, and Lot respectively, per the bid specifications.

MM-BBB-LLLLL convention for this card would be 33-018-00190.

The address is also required to be recorded in the data file (also highlighted).



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Example #2:

Owner: <i>City of Worc. Industrial Park</i>		Location: <i>ES AIRPORT DR</i>						
Lessee: <i>David Asmus</i>		Bk. <i>47</i> Pg. <i>18</i> Lot. <i>0</i>	Ass'rs. Deed No. <i>8718-Per 809 H.G.#5147</i>					
Address: <i>153 Worcester Road</i>		Photo No.	Reg. of Deeds, Bk. <i>11546</i>					
ACCT. NO. <i>Princeton, Ma, 01541</i>		Cens. Tr.	Zone					
			Pg. <i>33</i>					
Type of Building	YEAR	Assessed Valuations			Stamps	MORTGAGE		
		TOTAL	AREA	LAND		BUILDINGS	1st	2nd
Date Built	<i>87/8</i>		<i>6.70A</i>					
No. of Stories	<i>88/9</i>		<i>6.70A</i>					
Apartments	<i>89/90</i>		<i>6.70A</i>					
No. of Rooms	<i>90/91</i>	<i>A#533</i>	<i>6.70A</i>					
Business:								
Gas Station								
Hotel	<i>cut 67</i>							
Office Bldg.								
Stores								
Garage, Capacity								
Prkg. Lot, "								
Industrial								

For this card, like Example #1, fields marked Bk (Book), Pg (Page), and Lot translate to Map, Block, and Lot respectively, per the bid specifications.

MM-BBB-LLLLL convention for this card would be 47-018-00000.

The location field on the card is also the address field to be recorded in the data file.



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Example #3:

MAIN SOUTH POST #341
AMERICAN LEGION DEPT. OF MASS., INC.

WORCESTER ASSESSING DEPARTMENT

LOCATION 6 TIRRELL ST. Subject Property Assessment 19
ASSESSING REF # 957 Registry Book 7439 Page 334 Bldgs. 1023 MAIN ST.
MAP 7 Block 14 Lot 12 Garage WORCESTER, MA 01603
Land (905 sf)
Total 15

SUBJECT PROP. Type Bldg.	Year	Deed-No.	SALES DATA			COMPARABLE	
			Area Stamps	Land Mortg.	Bldg Total	Properties Description	Assessment
Built in	94/95						
Dwelling 1-2-3F	95/96						
No. Stories	96/97						
Apts.	97/98						
No. Rooms	98/99						
G F P	99/2000						
Construction							
Gas Sta.							
Office Bldg.							
Stores							
Garage, Cap.							
Parking Lot							
Industrial							
Frame Brick							
Concrete Blk							

For this card, the convention used in the bid specifications is readily apparent. Map, Block, and Lot are labeled as they should be.

MM-BBB-LLLLL convention for this card would be 07-014-00012.

The location field on the card is also the address field to be recorded in the data file.

Please note that in the case of these cards, Book and Page refer to Registry of Deeds information and are not relevant to this bid for the naming convention or the data file.