



The City of **WORCESTER**

Administration & Finance – Purchasing Division
Christopher J. Gagliastro, MCPPO – Purchasing Director
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August 28, 2026

To All Bidders:

Subject: **Bid No. 8790-M7 – Property Card Digitization Services / Assessing**

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.

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

1. Q: Is the vendor responsible for removing the cards from the existing drawers and packing them for transport, or will the City have the cards packed and ready for pickup?
A: Yes, vendor is responsible for packing cards from drawers.
2. Q: Does the estimated quantity of 50,000 cards represent approximately 50,000 individual property records, or can a single property record consist of multiple cards?
A: The overwhelming majority of cards in the estimate will be one card per property; initial estimate is based off the fact that there are ~48,000 parcels in the City of Worcester. However, there are the occasional with multiples per property (usually property tax exemptions for non-profits, etc. The multiple-card properties are stapled together; these would need to have the staples removed for scanning and then reattached via staple or paperclip.
3. Should multiple cards associated with the same property be combined into a single multi-page PDF or delivered as separate PDF files?
A: Yes, they should be combined into one PDF. The same goes for the rear side of the cards.
4. Should bidders assume both sides of every card require scanning?
A: Yes, vendor should assume that every card is double-sided, very few are not. So few that it is not worth filtering them out.
5. What file format or application does the City prefer for delivery of the required searchable index database (e.g., Excel, CSV, Microsoft Access, or another format)?
A: The City would require an Excel database.
6. Is the onsite meeting mandatory for bidders?
A: Pre-bid meeting is/was not mandatory.



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7. Would the City consider an extension of time for responses to allow review of answers to the questions?

A: Due date has been extended to Friday, September 4, 2026. Time remains at 4:00pm local time.

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