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

November 2, 2026

To All Bidders:

Subject: **Bid No. 8848-M7 – 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) The Bid Opening Date has been moved to Tuesday, November 10, 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

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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*****				