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 3, 2026

To All Bidders:

Subject: **Bid No. 8851-M7 – Preventative Maintenance Services - Refrigeration Equipment / WPS**

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 & Answers from The City:

1. Equipment list: Page 11 references an attached full equipment list and summary. Could you provide the detailed inventory by school and location, including manufacturer, model and capacity where available?
   A: Equipment List is posted to City website's bid page.

2. Service term and completion: Page 1 describes annual maintenance, while page 11 and the bid webpage describe a one-time service. Please confirm the intended term and frequency. Also, which completion requirement governs: 90 days from City notification on page 10, or 120 days from purchase order issuance plus an additional 30 days for inventory documents on page 11?
   A: Change to Time for Completion – Preventative maintenance work under this bid must be completed within 120 days of issuance of a purchase order by the City. Compilation of inventory documents must be completed within an additional 30 days.

3. Access: What working hours and school/kitchen access restrictions apply? Is a site visit available before bidding, and how should it be arranged?
   A: Kitchen Access hours are 7am-3pm. No site visits are able to be scheduled before bid closing.

4. Included work: Please confirm which consumables and replacement parts must be included in the maintenance unit prices. Are repairs to identified deficiencies to be quoted separately, and what written authorization is required before additional work proceeds?
   A: Consumables and replacement parts are to be determined by the vendor based on the scope of work described in the bid request. Deficiencies are to be identified and described in inventory documents provided by the PM vendo and any follow up repairs are to be completed by the HVAC vendor we have on City Contract for regular HVAC repairs.

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5. Labor and qualifications: Please confirm whether prevailing wages apply and provide the applicable wage schedule if required. What contractor/trade licenses, certifications and, if applicable, DCAMM certification are required for this Chapter 30B procurement?
   A: DCAMM not required, a successful bidder should be a vendor who regularly engages in this type of work with appropriate state licenses for the trade.

6. Quantities and pricing: Should bidders use the page 12 quantities and a fixed per-unit price for each equipment type, with the total adjusted to actual quantities serviced? How will equipment added, removed or found to differ from the listed types be handled?
   A: Bidders should use the page 12 quantities and a fixed per-unit price for each equipment type. If any equipment is removed or added we will let vendors know, but the list provided is accurate to what we currently have in schools and need PM for.

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

PRICING PAGE
BID #: 8530-M6

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE

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a.gov

1	Provide Preventative Maintenance Service on WPS Refrigeration Equipment, per specifications	*Please bid per item type*		
1a.	• Reach in Refrigerator	95	$	$
1b.	• Reach in Freezer	4	$	$
1c.	• Walk-in Refrigerator	24	$	$
1d.	• Walk-in Freezer	45	$	$
1e.	• Milk Cooler	77	$	$
1f.	• Blast Chiller	3	$	$
1g.	• Serving Line Cooler	27	$	$
1h.	• Chest Freezer	4	$	$
1i.	• Merchandising Cooler	13	$	$
1j.	• Refrigerated Self-serve Island Merchandiser	2	$	$
1k.	• Household Refrigerator	6	$	$
1l.	• Ice Machine	5	$	$
1m.	• Reach in Refrigerator	95	$	$
1n.	• Reach in Freezer	4	$	$
1n.	• Walk-in Refrigerator	24	$	$
1o.	• Walk-in Freezer	45	$	$
SUBTOTAL, PREVENTATIVE MAINTENANCE				$
2	Prepare inventories, per school site, as per the specifications of WPS Nutrition Staff	53 schools	$	$
TOTAL:				$

NAME OF BIDDER: _____