The City of WORCESTER

Administration & Finance – Purchasing Division
Christopher J. Gagliastro, MCPPO – Purchasing Director
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October 29, 2026

To All Bidders:

Subject: **Bid No. 8853-M7 – Print & Mail – CY2027 Open Enrollment Letter / HR**

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. Item 1, page count and sizes: Please confirm the number of pages and sheets in the CY2027 letter package. In the 2024 example, the Benefit Summary page is landscape. Is that page 8.5 x 11, 8.5 x 14, or 11 x 17 folded?
   A: 4,410 is the number of mailings. All materials are 8.5 x 11

2. Item 1, color: Will the package print full color throughout, color on certain pages only, or black only?
   A: All sheets need to be in color

3. Item 1, simplex or duplex: Should the pages print one-sided or two-sided?
   A: Duplex

4. Item 1, paper: Is there a required paper stock or weight?
   A: No.

5. Item 1, versions: Is every set identical, or are there any versions or personalized pages (for example, by plan or retiree vs. spouse)?
   A: All copies are the same

6. Item 3, postage: Should the Item 3 unit price include actual USPS postage, or should postage be billed separately at actual USPS rates? If postage is not included in the bid pricing, will the mailing be entered under the City's permit account or under the vendor's permit with reimbursement by the City?
   A: Vendor should include cost of postage in their unit price for Item 3.

7. Envelope indicia: The sample envelope shows the City's indicia, Worcester MA Permit No. 2. Is it acceptable for the vendor to mail First Class presort under its own permit and indicia?
   A: Yes.

8. Item 2, envelope: Please confirm the 9.5 x 6 envelope is closed face (no window) and prints black ink on the front only. Is a half fold of the letter package acceptable to fit the envelope?
   A: insert needs to be folded in half

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9. Address file: What format will the address list come in, and when will it be provided? May we run NCOA (change of address) processing on the list?
   A: Excel; and yes.

10. Schedule: What is the anticipated award date, and when will final artwork and the address file be available? Letters must be received on or after November 10. Is there a latest acceptable in-home date?
    A: Award and PO should be resolved within a few days of the closing date of this solicitation. Within 2-3 days after November 10.

11. Proofs: Are PDF proofs acceptable, and what is the expected approval turnaround?
    A: Yes. **Award and PO should be resolved within a few days of closing date.**

12. Bid security: The bid security amount on page 1 (item 2) and page 8 is blank. Please confirm no bid deposit is required.
    A: Bid deposit is not required.

13. Insurance, page 3, item 29: All work will be performed at our Flint, Michigan facility, with no employees working in Massachusetts. Is our Michigan statutory workers compensation coverage acceptable?
    A: Yes.

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