The City of WORCESTER

Administration & Finance – Purchasing Division
Christopher J. Gagliastro, MCPPO – Purchasing Director
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November 9, 2026

To All Bidders:

Subject: **Bid No. 8854-W7, PA & Display Speaker Hardware – Phase 1 / 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.

- **PLEASE SEE BELOW QUESTIONS RECEIVED AND RESPONSES FROM CITY:**

- Could you clarify how the City would handle a situation where a supplier confirms that an item is available or expected to ship within the required timeframe, but an unforeseen manufacturer or distribution delay occurs after the order is placed, particularly if the delay affects only a small number of items?

  Answer The City expects all awarded vendors to meet the delivery requirements stated in the bid specifications. Vendors are encouraged to confirm product availability and anticipated delivery schedules with their suppliers prior to submitting a bid. By submitting a bid, the vendor is representing that it can comply with the stated delivery requirements.

- Would a delay affecting a small portion of the order put the vendor in default of the contract?
  Answer: A delivery delay does not automatically place a vendor in default. Any situation involving late delivery would be evaluated based on the specific facts and circumstances, including the extent of the delay, the impact on the Worcester Public Schools' operations, the vendor's communication regarding the issue, and any remedies available under the contract and procurement documents.

- Is there a process for notifying WPS and documenting a manufacturer or distributor delay that is outside the vendor's control?
  Answer: If an awarded vendor becomes aware of a manufacturer or distributor delay, the vendor should notify Worcester Public Schools promptly in writing and provide documentation describing the nature of the delay, the affected items, and the anticipated revised delivery schedule. The City will review the information and determine the appropriate course of action in accordance with the contract terms.

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- Is there any documentation you recommend bidders obtain from their suppliers before bidding to demonstrate that they have validated availability and can reasonably meet the 30-day delivery requirement?
  Answer: The City does not require any specific documentation from suppliers as part of the bid submission unless otherwise stated in the specifications. However, bidders are responsible for conducting appropriate due diligence prior to bidding and may wish to obtain written confirmation of product availability or expected lead times from their suppliers to support their ability to meet the contract requirements.
  The City cannot pre-determine how any future delivery issue will be resolved. Any contract administration decisions would be made based on the particular circumstances and the terms of the resulting contract."

Bidders are requested to acknowledge and/or include this addendum with submission. All other terms, conditions, and specifications remain unchanged.

Very truly yours,

Christopher J. Gagliastro
Purchasing Director