



## CITY OF WORCESTER, MASSACHUSETTS



Administration & Finance  
Purchasing Division  
455 Main Street – Room 201  
Worcester, MA 01608  
(508) 799-1220  
[www.worcesterma.gov](http://www.worcesterma.gov)

November 12, 2021

To All Bidders:

Subject: **Bid No. CR-7709-W2, Office Supplies / City & 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 general bid clarifications:

Pricing on items on City excel pricing sheet shall be firm for first year of contract.

Annual increase allowable on these items – see attached disclosure of contract renewal form for years two and three.

Bidders are instructed to submit this form with their bid.

***BID DUE DATE EXTENDED TO WEDNESDAY, DECEMBER 15, 2021***

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

Very truly yours,

Christopher J. Gagliastro  
Purchasing Director

# **DISCLOSURE OF CONTRACT RENEWAL**

The City listed items under this contract may be renewed for a second and third year at the sole discretion of the City of Worcester, the option of which will be determined at the end of the current contract year.

In no event will increase exceed \_\_\_\_\_ % for the second contract year.  
**(TO BE COMPLETED BY BIDDER)**

In no event will increase exceed \_\_\_\_\_ % for the third contract year.  
**(TO BE COMPLETED BY BIDDER)**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

IF VENDOR DOES NOT WISH TO BE CONSIDERED FOR A SECOND AND THIRD YEAR OPTION, PLEASE INDICATE BY CHECKING THIS BOX: ☐

## **IMPORTANT**

**It is understood and agreed, that failure by the bidder to complete the above increase statement, it is the bidders intent to accept a second and third year option at zero (0) percent increase.**

**All other Terms and Conditions to remain the same.**