



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

June 21, 2023

To All Bidders:

Subject: **CR-8036-M3 Election Ballots/City Clerk**

ADDENDUM NO. 3

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- With regard to the *Envelope Guide* posted with Addendum #2, please note that the following steps will be required to be completed by the winning bidder:
 1. Vendor must pick up envelopes from Worcester City Hall.
 2. Vendor must print ballots and instructions.
 3. Vendor must put together ballot kits using city envelopes, their printed ballots and instructions.
 4. Vendor must return ballot kits back to City Hall. (City Clerk will mail ballot kits to the voters.)
- With regard to the September 5, 2023 Ballot Format Specification, paper utilized must be compatible with the *DS200 Precinct Scanner & Tabulator*, as stated in the bid specifications. Paper size would be required to be 8.5"x14."
- Please note, with advance notification, the City Clerk can provide a sample ballot kit for pickup at City Hall to those who request one.

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

Very truly yours,

Maureen McKeon
Assistant Purchasing Director