



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

August 27, 2024

To All Bidders:

Subject: **Bid No. 8257-M5, Pocket Folders / MassHire**

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 and responses from The City:

For the folders going to:
MassHire Central Career Centers
544 Main Street, Suite 300
Worcester, MA 01608

1) Is there a loading dock at this location?

No, we are located on the 3rd floor and there is an elevator.

2) Or do we need a truck with a lift gate?

Not required, up to vendor.

3) Is there a freight elevator?

No.

4) Do they need inside delivery?

Yes, 3rd floor.

5) Can they be left of pallets or need to be removed from pallets & the pallets taken away?

Pallets must be taken away.



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For the folders going to:

MassHire Southbridge

14 Mechanic Street

Southbridge, MA 01550

- 1) Is there a loading dock at this location?

No, there is not a loading dock at this location.

- 2) Or do we need a truck with a lift gate?

Not required, up to vendor.

- 3) Is there a freight elevator?

No freight elevator at this location.

- 4) Do they need inside delivery?

Yes, inside delivery is required, this office is on the 3rd floor.

- 5) Can they be left of pallets or need to be removed from pallets & the pallets taken away?

Pallets must be taken away.

Be advised, these will not be ordered all at one time, we do not have that kind of storage. Over the contract period we would order this many.

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