



# The City of **WORCESTER**

Administration & Finance – Purchasing Division  
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January 3, 2025

To All Bidders:

Subject: **Bid No. CR-8340-W5, Water Sampling & Testing Services / 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**

The bid documents state that head start schools are sampled every year. Can you please identify the head start schools?

*Head Start schools are: Greendale, Mill Swan, and Millbury St.*

Please clarify what type of report is required.

*A progress report will be submitted to WPS from the Awardee containing the number of units sampled, schools sampled, estimated turnaround time for data, any issues that were encountered during the week.*

Please confirm the estimated annual quantity of samples is 7,600

*Correction: The estimated annual quantity is 2,500 samples.*

Will Years 2 and 3 be less than the annual quantity?

*Buildings will be split evenly in 3 cohorts to keep workload even over the 3 years.*

How far in advance does WPS plan to provide sampling schedules? Is there any flexibility for the Contractor to inform the sampling schedule?

*During the initial planning meeting that will be held after the Awardee gets the bid, WPS and the contractor will work together to set up a schedule for the sampling.*

Typically, having a fast turnaround time like 10 business days causes the cost per sample analysis to spike. Would WPS be open to a 14 or 21 business day turnaround time for the laboratory to log, analyze, and report results? This would be more cost effective for WPS.

*WPS prefers a 10 day turnaround but will accept up to a 14 day turnaround but 21 is unacceptable.*



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**Please confirm that all Head Start's will be sampled annually, while non-Head Start facilities will be divided into three groups, and sampled once in a three year period.**

***Yes this is correct, new proposed requirements for Head Start buildings states that buildings constructed before 2014 are required to be tested on an annual basis.***

**Are there any additional day-of-sampling building access considerations? For example, will the awardee require an onsite staff escort, something that may be a challenge if WPS anticipates sampling on Saturdays or non-school-days?**

***Onsite staff escort is required. There are custodial staff in some buildings on Saturdays, otherwise the District will make arrangements to escort the Awardee's representative. Non-school days can also be arranged as long as it is not on a holiday.***

All other terms and conditions remain unchanged.

Bidders are requested to acknowledge and/or include this addendum with bid.

Very truly yours,

Christopher J. Gagliastro  
Purchasing Director