



# The City of **WORCESTER**

Administration & Finance – Purchasing Division  
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March 24, 2025

To All Bidders:

Subject: **Bid No. CR-8387-M5 Election Ballots / City Clerk**

## **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 our office and answers from the City:

1. Q: Regarding the preliminary Election spreadsheet the Municipal from 2023 was supplied in the package should that be updated to 2025?  
A: The 2023 Election Spreadsheet was included in the package as reference material.
2. Q: In the past we have always packaged the ballots in 100's we see conflicting information page 11 to package in 75's (EV/AV only) which is correct please? Election Day ballots the request is 100's.  
A: For the quantity- the ballots should be packaged in the following manner:
  - 75 ballots/package for the EV and AV ballots
  - 100 ballots/package for the Election Day ballots

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