



The City of  
**WORCESTER**

Administration & Finance – Purchasing Division  
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May 26, 2026

To All Bidders:

Subject: **Bid No. CR-8705-M6 – Maintenance – HVAC Services / 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.

**General Bid Clarification:**

- Please use the revised pricing page attached below.

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

**Maintenance: HVAC Services/City  
CR-8705-M6 ~ PRICING PAGE**

**PROVIDE HVAC SERVICES AS REQUIRED BY THE CITY OF WORCESTER AS PER ATTACHED SPECIFICATIONS AND REQUIREMENTS CONTAINED HEREIN.**

**THIS CONTRACT WILL PROVIDE FOR 24 HOURS, SEVEN DAYS PER WEEK EMERGENCY CALL SERVICE. THE RATES NOTED BELOW SHALL BE USED FOR ALL SERVICE & MAINTENANCE WORK AND FOR CONSTRUCTION PROJECTS \$ 9,999 AND UNDER.**

<b>Item #</b>	<b>Estimated Annual Quantity</b>	<b>Description</b>	<b>Unit Price</b>	<b>Extended Price</b>
1	800 hours	Hourly Rate 7:00 AM to 4:00 PM Monday thru Friday, Excluding Holidays	\$	\$
2	100 hours	Hourly Rate 4:00 PM to 7:00 AM Monday thru Friday, also Saturdays, Sundays, & Holidays	\$	\$
3	\$75,000	% Mark Up for Contractors' Net Cost for Materials, Supplies, Parts, etc. NOT TO EXCEED 15%	\$	\$ *
<b>TOTAL BID PRICE</b>				\$ **

**\*Extended Price to be calculated as follows:**

**Extended Price = Estimated Annual Cost for Materials x (1+% Increase)**

**Example:    % Increase = 15%    Estimated Cost = \$75,000**  
**Extended Price       = \$75,000 x (1+.15)**  
**= \$75,000 x 1.15**  
**= \$86,250**

**Percentage Mark-Up on materials shall be maintained for entire contract term.**

**\*\* The Contract will be awarded in the aggregate. Bidders MUST bid all items. Award to be made to up to the five (5) lowest responsive and responsible bidders.**

**No single job to exceed \$50,000.**

This is not an exclusive contract. The City may, at its discretion, select a contractor not under a "blanket contract" to perform any work.

Hourly and Annual Cost Estimates are for bidding purposes and to establish service rates where applicable. These estimated amounts will not reflect the actual quantities for the contract term.