



The City of **WORCESTER**

Administration & Finance – Purchasing Division
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July 22, 2026

To All Bidders:

Subject: **Bid No. CR-8766-M7, IEP Printing & Mailing 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.

General Bid Clarification:

1. Updated specification and pricing pages have been issued, following this section.

Bidders must use the updated pricing page with their submission.

Questions Received by the City and their answers below:

1. Q: How would you like to handle the additional pages pricing for the IEP Report Cards?
Normally, we would list the pricing of a one-page mail package including outer envelope and then add the additional page cost for any pages over one. Is this acceptable to you or would you like to provide us a better breakdown of 2-page, 3-page, 4-page, 5-page, 6-page, etc. so we can provide exact pricing for number of pages in a mail package breakdown?

A: Please see revised pricing page.

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

IEP REPORT CARD PRINTING & MAILING

BID #: CR-8766-M7

Project Specifications:

This bid is to include all costs for setup, printing (envelopes, report cards, and all supporting materials), and finishing. Postage costs not to be included. Postage will be paid through Worcester Public Schools' First Class Presort permit 102.

Estimated Quantities:

- 6,000 students per quarter $\times$ 4 quarters = 24,000 students
- 1 summer mailing for 800 students

Total Annual Volume: 24,800 students

Page qty's vary per student from an average of about 3-6 pages. A few students may have 10-20 pages.

Print Specifications

Paper: #20 white paper (Minimum requirement)

Color: Black, 1/1

Mail Merge: Match Excel mail list to Supplied PDF files (Estimate 88 files, 1 file per school or services location). Unique Student ID number will be used to match. Student ID on IEP report card is in the same location and is clear, legible 8pt text.

Envelope:

Color: Black, 1/0 (Print the return address)

Return Address

**Worcester Public Schools
20 Irving Street
Worcester, MA 01609**

Mail to address

Size: #10

Important Notes

1. Materials must arrive at student houses in Worcester, Massachusetts, within 5 days of vendor receiving files.
2. IEP reports are student-specific and must be mailed to the specific student. They MUST NOT be shuffled or mingled with different student materials. A unique Student ID is used to identify each student.
3. An Address Sheet will need to be generated as a mail panel from the Excel document (Data File). A unique Student ID will be used to match the address and all the different materials.
4. Some students will have multiple Mail To addresses. The student will appear once within each file, but you will need to duplicate to match each Mail To address from the data file.
5. Sample files will be provided to help you with setup.
6. A proof sample will need to be approved (Print or PDF) showing each instance before going to production.
7. With each mailing, send a copy of the Postage Statement to WPS production contact.
8. Invoices must be emailed to wpsacctspayable@worcesterschools.net and the production contact within 30 days of completion.

IEP REPORT CARD PRINTING & MAILING
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PRICING PAGE

ITEM	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	UNIT PRICE	EXTENDED PRICE
1	Mail Merge per file for IEP Report Card Printing	375		
2	Printing of IEP Report Card pages	77,000		
3	IEP Report Cards, folded, stuffed, and mailed as per specifications, 10 envelope	24,800		
TOTAL:				

NAME OF BIDDER: _____