

**TOWN OF SUDBURY
INVITATION FOR BID
CUSTODIAL CLEANING SERVICES – FAIRBANK COMMUNITY CENTER**

The Town of Sudbury is seeking bids from experienced cleaning services contractors to provide cleaning services for areas of the Fairbank Community Center, 40 Fairbank Rd., Sudbury, MA 01776 as set forth in the bid documents. Bids are solicited for an eighteen-month period commencing on December 18, 2023 through June 30, 2025, with the Town's option to extend the contract period for any one or more of the areas for one or more additional months/weeks at the Town's discretion and upon notification by the Town to the contractor prior to June 30, 2025. The cleaning is to be performed Monday through Sunday during the available hours set forth in the contract documents not including holidays, with the exact hours to be determined by the Combined Facilities Director, Custodial supplies and equipment will be provided by the Contractor.

Specifications including scope and scheduling, information for bidders, bid forms and other contract documents are available for pickup from the Facilities Department, 275 Old Lancaster Rd., Sudbury, MA 01776, Mon-Fri, 9 a.m. – 3 p.m. For information or for an electronic bid package contact the Combined Facilities Department at 978-440-5466 or by e-mail to facilities@sudbury.ma.us. **A mandatory walkthrough of the building is scheduled for 1 p.m. on Tuesday, November 28, 2023.**

All bids must be mailed or hand delivered in a **sealed** envelope, addressed to **Facilities Department, 275 Old Lancaster Road, Sudbury, Massachusetts 01776**, and marked "**Cleaning Services – Fairbank Community Center**". **Sealed bids will be accepted at the Facilities Department until 2:00 p.m., Friday, December 8, 2023. No quotation received after the deadline will be considered.**

Award, if any, will be made to the lowest responsible and responsive bidder, based upon ability to perform, previous history, references and established ability to meet the needs of the Town, who offers the best service at the lowest price. It is expected that a contract will be executed by the successful bidder and the Town Manager as soon as possible thereafter with work commencing on December 18, 2023.

The Town reserves the right to reject any and all bids, wholly or in part, and to accept any bid or part thereof deemed to be in the best interest of the Town.

Sandra R. Duran
Combined Facilities Director