

**TOWN OF SUDBURY  
GOODNOW LIBRARY FY25 CLEANING AND LIGHT MAINTENANCE**

**INVITATION TO BID**

The Town of Sudbury is seeking bids from experienced cleaning services to provide weekly cleaning and light maintenance at the Goodnow Library, 21 Concord Road, Sudbury, MA 01776. Bids are solicited for the period from July 1, 2024 - June 30, 2025, with the Town's sole option to renew for each of the succeeding two years beginning on July 1 of each year. Cleaners must be direct employees.

Specifications including scope and scheduling, information for bidders, bid forms and other contract documents are only electronically available from the Facilities Department, Monday through Friday, 9:00 a.m. - 3:00 p.m. For information, and bid documents contact the Combined Facilities Director, Sandra Duran, by e-mail at [facilities@sudbury.ma.us](mailto:facilities@sudbury.ma.us). **A mandatory walkthrough of the building is scheduled for 10:00 A.M., on Friday, May 31, 2024.**

All bids must be submitted in a sealed envelope, addressed to the Combined Facilities Director, 275 Old Lancaster Road, Sudbury, MA 01776, and marked "Cleaning and Light Maintenance Services at the Goodnow Library". Sealed bids will be accepted at the Facilities Department until 12:00 p.m., on Wednesday, June 12, 2024. Failure to submit bids for the optional renewal periods shall result in disqualification of the bid. No responsibility will be attached to any member of the Facilities Department for the premature opening of any proposal that is not properly identified or properly delivered. After the terminal time, proposals become the property of the Town of Sudbury.

Award, if any, will be made to the responsible and eligible 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.

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.

COMBINED FACILITIES DIRECTOR

Sandra R. Duran