

TOWN OF SUDBURY
REQUEST FOR QUOTATIONS
CONTRACTED CLEANING SERVICES
TOWN HALL & FLYNN BUILDING

The Town of Sudbury is seeking bids from experienced cleaning services to provide cleaning services at the at the Sudbury Town Hall, 322 Concord Rd. and the Flynn Building, 278 Old Sudbury Rd., Sudbury, MA 01776. Quotations are solicited for the period: July 1, 2024 -June 30, 2025 (FY25), with, at the Town's sole option, renewal for each of the succeeding Fiscal Year terms July 1, 2025 – June 30, 2026 (FY26), and July 1, 2026 – June 30, 2027 (FY27).

The cleaning is to be performed Monday through Friday, before 8 a.m. and after 6 p.m., not including holidays, with the exact hours to be determined by the Combined Facilities Director. Cleaners must be direct employees.

Specifications may be obtained beginning after 10:00 AM on Thursday, May 30, 2024 via email request to facilities@sudbury.ma.us or at the Office of the Combined Director of Facilities, 275 Old Lancaster Road, Sudbury, MA. **A mandatory walkthrough of the buildings is scheduled for 1:00 P.M., on Wednesday, June 12, 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 Services at the Town Hall and Flynn Buildings". **Sealed bids will be accepted at the Facilities Department until 12:30 PM., on Thursday, June 20, 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