

**SUDBURY PUBLIC SCHOOLS**  
**INVITATION FOR BID**  
**SUDBURY PUBLIC SCHOOLS SURPLUS THEATRE AUDIO VISUAL EQUIPMENT**  
**RECYCLING AND DISPOSAL PROJECT**

The Sudbury Public Schools is seeking bids to remove and responsibility recycle and/or dispose of surplus theatre lights and equipment. All surplus property is located on the ground floor of the Broad Acres Riding Rink located at 82 Morse Road, Sudbury, MA 01776.

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 **“Sudbury Public Schools Surplus Theatre Audio Visual Equipment Recycling and Disposal Project”**. **Sealed bids will be accepted at the Facilities Department until 12:00PM, Wednesday, August 20, 2025.**

There will be a walkthrough opportunity to view the items for any interested party wishing to place a bid. The Combined Facility Director, Sandra R. Duran, should be contacted at [Facilities@sudbury.ma.us](mailto:Facilities@sudbury.ma.us) to schedule an appointment for the walkthrough.

We are requesting a total project price for a bidder who would be able to:

- Provide all needed labor, equipment and materials.
- Coordinate with the Sudbury Public Schools Facilities Department to coordinate and execute the project.
- Complete the project in a timely and workperson like manner.
- Provide diversion reports for all recycled and disposed surplus property.

List of surplus property

Item	Description	Quantity
Parabolic fixtures	Small round	20
Ellipsoids	Tall lamps	10
R40	Strip lights	3
Altspot	1500W Follow Spotlight	1
Spot Light	1000W Follow Spotlight	1
Plano-convex spots	Tall square lamps	4
Electrovoice Sx300 Speaker	Large Speaker	1
Epson Projector	WUXGA	1
Dimming Panel	Strand DE90	1

All work must be planned and carried out Monday- Friday between the hours of 7:00 am – 3:30 pm.

The Sudbury Public Schools Combined Facility Department will assist the awarded vendor with logistics and building access.

The Sudbury Public Schools reserves the right to reject any and all proposals, to waive informalities and to award in the best interest of the Sudbury Public Schools.

Sudbury Public Schools

Sandra R. Duran, Combined Facility Director