

**TOWN OF SUDBURY
INVITATION FOR BID
CONTRACTED CLEANING AND LIGHT MAINTENANCE SERVICES
DPW Office Building, DPW Highway Building, Fire Department Headquarters, Flynn
Building, Goodnow Library, Town Hall and Police Station**

The Town of Sudbury is seeking bids from experienced cleaning services contractors to provide cleaning services for areas of the following locations.

DPW Office and Highway Building – 275 Old Lancaster Road, Sudbury, MA
Fire Headquarters – 77 Hudson Road, Sudbury, MA
Flynn Building – 278 Old Sudbury Road, Sudbury, MA
Goodnow Library – 21 Concord Road, Sudbury, MA
Town Hall – 322 Concord Road, Sudbury, MA
Police Station – 75 Hudson Road, Sudbury, MA

Bids are solicited for a twelve month period commencing on July 1, 2025 through June 30, 2026, with, at the Town's sole option, renewal for each of the succeeding Fiscal Year Terms July 1, 2026 – June 30, 2027 (FY27) and July 1, 2027 – June 30, 2028 (FY28) upon notification from Town to contractor prior to June 30, 2026.

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 cleaning supplies and equipment will be provided by the Contractor.

Specifications including scope and scheduling, information for bidders, bid forms and other contract documents will be available on May 21, 2025, via email or 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 buildings is scheduled for 10:00 am on Wednesday, May 28, 2025 beginning at the Goodnow Library, then proceeding in the following order: DPW Office Building, DPW Highway Building, Flynn Building, Town Hall, Police Department and finally the Fire Department Headquarters.**

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 **“CONTRACTED CLEANING AND LIGHT MAINTENANCE SERVICES – DPW OFFICE BUILDING, DPW HIGHWAY BUILDING, FIRE DEPARTMENT HEADQUARTERS, FLYNN BUILDING, GOODNOW LIBRARY, TOWN HALL AND POLICE STATION”**

Sealed bids will be accepted at the Facilities Department until 12:00 p.m., Monday, June 9, 2025. 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 July 1, 2025.

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