



TOWN OF EDGARTOWN
Massachusetts

PROCUREMENT DEPARTMENT

70 Main St
P.O. Box 5158
Edgartown, MA 02539
508-627-6185

JENNIFER SMYTH
Chief Procurement Officer
jsmyth@edgartown-ma.us

Fax: 508-627-6123

April 26, 2021

INVITATION FOR BIDS:

The Town of Edgartown is seeking competitive sealed bids for custodial services for Town buildings at four (4) locations: (1) Town Hall: 70 Main St, Edgartown MA 02539; and (2) The Library: 26 West Tisbury Road, Edgartown, MA 02539; (3) Council on Aging: 10 Daggett St, Edgartown MA 02539; and (4) Wastewater Facility Office Building: 330 West Tisbury Road, Edgartown MA 02539. The services are for the 2022 Fiscal Year, July 1, 2021-June 30, 2022. The Contractor will be responsible for providing all labor and materials necessary to do the work. Multiple contracts may be awarded.

Bid documents are available electronically, or in hard copy, at 2:00pm on Tuesday, April 27, 2021; please call 508-627-6185 or email jsmyth@edgartown-ma.us to obtain a copy.

Bids must be submitted, *sealed and in writing*, to the Town of Edgartown Drop Box, Edgartown Town Hall, front of building, 70 Main Street (or mailed to P.O. Box 5158), Edgartown Massachusetts 02539, in a package plainly marked "*Bid for Weekly Custodial Services– 4 Town Buildings, Ref: MUL-21-01*" **on or before 2:00 pm, Wednesday, May 12, 2021**. Bids will be publicly opened at that time by the Chief Procurement Officer and a witness. No bids submitted after that time will be accepted. Bids must include all the required materials and information.

Award will be made within ten (10) days after the bid opening. The contract(s) awarded will be for a one (1) year term, with two (2) additional one-year options to renew, to be provided at the sole discretion of the Town. The Town of Edgartown reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in its best interest. The Town of Edgartown fully complies with federal, state, and local laws and directives governing equal opportunity, affirmative action and non-discrimination in all Town activities and actively solicits bids from MBE/WBE businesses.