



**LEGAL NOTICE
CITY OF MEDFORD**

**REQUEST FOR PROPOSAL
FOR
CLEANING/JANITORIAL SERVICES MEDFORD HIGH SCHOOL AND MCGLYNN SCHOOL
RFP 25-0260**

The City of Medford, acting through its School Department, is accepting sealed proposals for Cleaning/Janitorial Services for Medford High School and McGlynn School. This contract is a one (1) year contract, with two (2) optional one (1) year extensions, at the City's discretion.

This project is being Electronically Bid (E-Bid). All bids shall be submitted online to www.BidNetDirect.com prior to February 20, 2025, at 11:00 AM. Five (5) bound copies of the proposal shall be delivered to: Fiona Maxwell, Medford City Hall, Room 105 - Procurement, 85 George P. Hassett Drive, Medford, MA 02155 on or before February 20, 2025, 11:00 AM. You can register to become a bidder (for free) online at www.BidNetDirect.com. For assistance, contact BidNetDirect.com at 800-835-4603.

Bid Documents will be available online beginning January 20, 2025, at 10:00 AM at <https://www.bidnetdirect.com/massachusetts/cityofmedford>. All plan holders must have an active online account on www.bidnetdirect.com to acquire documents, receive project notifications, and to submit bids, electronically.

A mandatory pre-bid meeting is scheduled for February 4, 2025, at 11:00 AM and February 6, 2025, 11:00 AM. Proposers must attend one (1) of two (2) meetings. All questions are due by February 13, 2025, by 4:30 PM.

Proposers shall submit a technical, or non-price proposal which includes everything responsive to this RFP. This technical, or non-price should be clearly marked "**RFP 25-0260 Technical Proposal.**" The price proposal shall be submitted in a separate electronic file and should be clearly marked "**RFP 25-0260 Price Proposal**"

It is the responsibility of prospective bidders to check www.BidNetDirect.com for new information via any addenda to this solicitation. Any addenda issued will be emailed to all plan holders registered with BidNetDirect.

The bidding and Award of this Contract will be under the provisions of M.G.L. Chapter 30B, § 6. The City of Medford reserves the right to accept any bid, in whole or in part, to reject any/or all bids and to waive minor irregularities and/or informalities as it deems to be in the best interest of the City.

The City is an Equal Opportunity Employer and encourages MBE/WBE/DBE participation in response to the bid process.

Fiona Maxwell
Chief Procurement Officer