



**LEGAL NOTICE
CITY OF MEDFORD**

**OFFICE OF PLANNING, DEVELOPMENT, AND SUSTAINABILITY
INVITATION FOR BID (IFB)
FOR
RETAIL POP-UP SERVICE CONSULTANT
IFB 26-0010**

The City of Medford's Office of Planning, Development, and Sustainability is accepting sealed bids for a Retail Pop-Up Service Consultant in Medford, Massachusetts. A retail pop-up is a temporary installation in a vacant storefront outfitted to accommodate small business vendors that will activate the vibrancy of a retail district and create opportunities for starting entrepreneurs. 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 September 8, 2025, at 10 AM. Hard copy bids will not be accepted by BidNetDirect.com. 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 August 18, 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. 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. All questions are due by September 2, 2025, by 10:00 AM.

The bidding and Award of this Contract will be under the provisions of M.G.L. Chapter 30B. 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