

# TOWN OF NORTH READING



## REQUEST FOR PROPOSALS

Notice is hereby given that the Town of North Reading is seeking price and non-price proposals for the purpose of establishing a contractual agreement for a term of nine months from October 1, 2018, through June 30, 2019 with the option of two term extensions (July 1, 2019 through June 30, 2020 and July 1, 2020 – June 30, 2021) for labor and materials required for **Janitorial Services for Specific Municipal Buildings** excluding schools (see specifications). A mandatory site visit is scheduled for Tuesday September 4, 2018 at 10 AM as described in the RFP.

Price and non-price proposals must be sealed in separate envelopes for Municipal Buildings Janitorial Contractual Services. Proposals are received at the Office of the Department of Public Works, North Reading Town Hall, and 235 North Street, North Reading, MA 01864 until the time specified below at which time the Proposals will be opened privately at 10 AM on Tuesday September 11, 2018. Registered Proposals will be made available for public viewing at the completion of the evaluation process.

Specifications and Proposals forms may be obtained at the Office of the Department of Public Works Monday through Thursday between 8 a.m. and 4 p.m. and Fridays 8 a.m. and 1 p.m.

Attention is directed to minimum wage rates to be paid as determined by the Commission of Labor and Workforce Development and the weekly payroll records submittal requirements under the provisions of Massachusetts General Laws. All proposals for this project are subject to applicable public proposal laws of Massachusetts, including, but not limited to G.L. c. General laws 30B as amended.

Selection of the contractor will be based upon comparative criteria judged by qualifications and price (See rating configuration located in RFP). The awarding authority will award the contract to the vendor deemed the most reasonable and responsive vendor that maintains the most advantageous qualifications and offers the best price.

The vendor agrees that its proposal shall be good and may not be withdrawn for a period of 30 days, Saturdays, Sundays and legal holidays excluded, after the opening of the Proposals.

The Town reserves the right to waive any informalities, to accept or reject, in whole or in part any or all Proposals, or take whatever other action may be deemed to be in the best interest of the Town.

08-30-18 NR