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| bolton | Town of Bolton |
| Bolton, Massachusetts |
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| Town Hall, 663 Main Street, Bolton, MA 01740 |
|  |  |  |  |  |  |  |  |  | Phone 978-779-2297 Fax 978-779-5461 |
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**INVITATION FOR PROPOSAL AND BID**

The Town of Bolton is seeking an invitation for proposal and bid from vendors to provide technical support to the Bolton Town Hall.

Copies of the bid specifications and instructions will be available from Linda Day at the Town Hall, 663 Main Street, Bolton, MA after 9:00 a.m. Monday, May 22, 2017 until bid opening.

There will be a pre-bid conference & building/equipment tour scheduled for Thursday, June 1, 2017 at 11:30 a.m. in the Board of Selectmen’s Meeting Room at the Town Hall, 663 Main Street, Bolton, MA. This pre-bid meeting is NOT mandatory, but prospective proposers are encouraged to attend. This will be your only opportunity to ask questions regarding the town’s IT needs, and to view the facility.

Sealed proposals for the hiring of **Information Technology Managed Services FY 2018-2020 – Town Hall** will be received in the Office of the Town Administrator Chief Procurement Officer, Town Hall, 663 Main Street, Bolton, MA 01740, until the deadline for submission stated below, at which time all proposals received will be recorded in the presence of such proposers as desire to be in attendance. No proposals will be accepted after the time and date specified.

Proposers must submit **one (1) original and two (2) exact copies** of the Technical Proposal with all required information included and **one (1) original copy** of the Price Proposal. The Technical Proposal and Price Proposal must be submitted in **separate, sealed envelopes** bearing on the outside the name and address of the Proposer, addressed to the Chief Procurement Officer of the Town of Bolton. The Technical Proposal must be properly filled out, signed, sealed and endorsed, and must NOT include any pricing information. Telephone responses, faxed, or e-mailed replies will not be accepted. No responsibility will be attached to any person or persons for the premature openings of proposals not properly marked.

**The Technical Proposal envelope must be labeled:**

“Information Technology Managed Services FY 2018-2020 – Town Hall - Technical Proposal”

**The Price Proposal envelope must be labeled:**

“Information Technology Managed Services FY 2018-2020 – Town Hall - Price Proposal”

Complete proposal packages must be received by:

 **11:00 A.M. June 12, 2017**

 In the Office of the Town Administrator Chief Procurement Officer

 Attn: Mr. Donald Lowe, Town Administrator Chief Procurement Officer

 Town Hall

 663 Main Street

 Bolton, MA 01740

The Town of Bolton reserves the right to waive any informality in, and reject any or all bids in the best interest of the Town. The Town of Bolton is an EEO and encourages MBE and WBE to bid.