



Town of Bolton

Bolton, Massachusetts

Town Hall, 663 Main Street, Bolton, MA 01740  
Phone 978-779-2297 Fax 978-779-5461

### INVITATION FOR BID

The Town of Bolton is seeking bids from vendors to provide technical support to the Bolton Town Office Group. Copies of the bid specifications and instructions will be available from Jenny Jacobsen, Administrative Assistant to the Town Administrator at [jjacobsen@townofbolton.com](mailto:jjacobsen@townofbolton.com) or (978)779-2297 after 9:00 a.m. Wednesday, March 1<sup>st</sup>, 2023 until bid opening.

There will be a pre-bid zoom conference on Tuesday, March 14<sup>th</sup>, at 11:00 a.m. Contact Jenny Jacobsen to request meeting access information. 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 technical support needs.

Sealed proposals for the hiring of **Information Technology Managed Services FY 2024-2026** 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.

Complete proposal packages must be received by:

**11:00 A.M. Monday, April 3, 2023**

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.