



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 or (978)779-2297 after 9:00 a.m. Monday, May 4, 2020 until bid opening.

There will be a pre-bid zoom conference on Thursday, May 14, 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 IT needs.

Sealed proposals for the hiring of **Information Technology Managed Services FY 2021-2023** 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 four (4) 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 2021-2023 – Technical Proposal"

The Price Proposal envelope must be labeled:

"Information Technology Managed Services FY 2021-2023– Price Proposal"

Complete proposal packages must be received by:

11:00 A.M. Tuesday, May 26, 2016

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.