

Legal Notice

REQUEST FOR PROPOSALS

Information Technology Managed Services

The Town of Harvard is seeking an invitation for proposal and bid from vendors to provide technical support to the Town Hall, Council on Aging, and Department of Public Works.

Copies of the bid specifications and instructions will be available from Marie Sobalvarro at the Harvard Town Hall (msobalvarro@harvard.ma.us) 978-456-4100 x330, 13 Ayer Road, Harvard MA 01451 from Monday Dec. 16, 2019, until 2 p.m. on Thursday, Jan. 23, 2020.

There will be a pre-bid conference & building/equipment tour scheduled for Thursday, Jan. 9, 2020, at 2 p.m. in the Town Hall. 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 CY2020-2022 – Town Hall will be received in the Office of the Town Administrator Chief Procurement Officer, Town Hall, 13 Ayer Road, Harvard MA 01451, 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 by Thursday, Jan. 23, 2020, at 2 p.m. 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 Harvard. 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.

All responses must conform to the specifications stated in 'Request for Proposals: Information Technology Managed Services,' encompassing both a technical proposal and a price proposal.

Marie Sobalvarro
Assistant Town Administrator
[1/10/20]