

## INVITATION FOR BIDS

The Springfield Housing Authority (SHA) is accepting sealed bids for Office Cleaning Services. Bids will be received until 2:00 PM on Tuesday, May 10, 2022 at the Procurement office, 60 Congress Street 4<sup>th</sup> Floor, Springfield, Ma 01104

This contract will be for approximately three (3) years, commencing on date of award until May 31, 2025 pending availability of funds. The contract will be in the SHA's sole discretion. The total duration of the contract, including all options, shall not exceed three (3) years.

A walkthrough of the Office Space will be on May 4, 2022 at 11:00 AM. The walkthrough is not mandatory. Failure to attend or visit the premises shall be no defense in failure to perform contract terms.

Bid forms, and General Instructions and Conditions, are available by sending an email request to [procurement@shamass.org](mailto:procurement@shamass.org)

The SHA reserves the right to reject any and all bids or parts therein.

The terms and conditions of the contract are outlined in the Bid Request Documents.

The contract award will be governed by the SHA Purchasing Policy, Massachusetts General Laws c.149, 2 CFR Part 200 and the provisions of the "Instructions to Bidders". This contract must be approved by the Springfield Housing Authority Board of Commissioners prior to contract execution.

Springfield Housing Authority  
John S Healy  
Director of Capital Improvements and Procurement