



**CITY OF MEDFORD**  
**Request for Proposals**  
**For the Management of Chevalier Theatre**

Sealed bids for **RFP 17-0426** will be received at the Procurement Office, Medford City Hall, Room 105, 85 George P. Hassett Drive, Medford, MA 02155 **until 2pm on May 15, 2017.**

Bid documents will be available, free of charge, on or after **April 12, 2017**, from the Procurement Office or by emailing Erin Carson at [ecarson@medford-ma.gov](mailto:ecarson@medford-ma.gov).

There will be a pre-bid conference and tour at **10am on April 19, 2017 at the Chevalier Theatre** in Medford. All interested parties are strongly urged to attend.

**Bid Deposit:** Each Proposer must submit with its response an "Offer to Negotiate" deposit in the amount of \$5000.00 payable to the City of Medford in the form of a cashier's or certified check.

**Surety Bonds:** None

Insurance Coverage is required at the time of award.

This Bid is subject to the provisions of M.G.L. c. 30B, as amended to date. The City of Medford is an Equal Opportunity Employer, and encourages MBE/WBE/DBE participation in response to the bid process. **Massachusetts Prevailing Wage Rates apply to this Contract.**

The City of Medford reserves the right to accept any bid, in whole or in part, to reject any or all bids, and to waive minor irregularities and/or informalities as it deems to be in the best interest of the City.

Shab Khan  
Chief Procurement Officer  
781-393-2464