

## REQUEST FOR PROPOSALS

The Town of West Boylston, Massachusetts, acting through its Chief Procurement Officer and the Board of Selectmen, invites Sealed Proposals for the lease of approximately 10,000 square feet of office space, for town hall purposes, including its senior center.

Sealed Proposals for the lease of office space will be received by Leon A. Gaumond Jr., Town Administrator, West Boylston Town Hall, 127 Hartwell Street, West Boylston, Massachusetts 01583, until 2:00 a.m. on Friday, February 15, 2008.

Specifications and information regarding the Proposal may be obtained at the Office of the Town Administrator at the West Boylston Town Hall on or after January 17, 2008, during normal business hours (Monday through Friday 8:00 a.m. – 4:00 p.m.).

All Proposals shall remain in effect for sixty (60) days, Saturdays, Sundays and Legal Holidays included, after deadline for the submission of Proposals. The successful proposer must enter into a lease with the Town, said lease to contain those provisions set forth in the Term Sheet attached hereto as Table B within thirty (30) days of award by the Board of Selectmen.

Each Proposal must be enclosed in a sealed envelope, and shall be plainly marked on the outside:

“TOWN OF WEST BOYLSTON – LEASE OF OFFICE SPACE”

The Board of Selectmen reserves the right to waive any informalities, to reject any or all Proposals, and to accept the Proposal deemed to be in the best interest of the Town of West Boylston.

Sincerely,

WEST BOYLSTON BOARD OF SELECTMEN

Hon. Kevin M. McCormick  
Chairman

**REQUEST FOR PROPOSALS  
LEASE OF OFFICE SPACE  
WEST BOYLSTON, MA**

**1. BACKGROUND**

Due to poor air quality and major structural issues, the Board of Selectmen has found the former Town Hall located at 120 Prescott Street unsafe for occupancy, and has or will shortly relocate the Town Hall to a temporary location at 127 Hartwell Street.

**2. OBJECTIVES**

The Town of West Boylston is seeking proposals for the lease of available office space within the town limits. The lease would commence on or about April 17, 2008 for a minimum of one (1) year with an option to renew for a minimum of six (6) months and a maximum of three (3) years, in the discretion of the Town. The Town requires approximately 10,000 square feet of built-out office space to accommodate several municipal offices and its employees, including the offices of the Town Clerk, the Treasurer/Collector, the Board of Assessors, the Town Accountant/Finance Department, the Board of Health, the Town Administrator, the Board of Selectmen, the Town Planner and the Council on Aging. The space must also contain meeting rooms to accommodate evening meetings for as few as 5 people and as many as 30 people. Requirements are that the space, including a lavatory, be handicapped accessible, include a parking area consistent with current Town Zoning Bylaws, provide for the availability of computer networking and internet service, and that the rent include the cost of utilities, common area maintenance charges, real estate taxes, property management fees and insurance of the building.

**3. GENERAL TERMS AND CONDITIONS**

Instructions to Firms Submitting Proposals

- Copies of the Request for Proposals (RFP) may be obtained by requesting a copy from the Office of the Board of Selectmen at (508) 835-3490 during normal business hours (Monday through Friday, 8:00 a.m. – 4:00 p.m.)
- The deadline for the proposal submission is on or before 2:00 p.m. Friday, February 15, 2008. Proposals shall be submitted to the attention of: Leon A. Gaumond, Jr., Town Administrator, 127 Hartwell Street, West Boylston, Massachusetts 01583, in a sealed envelope clearly marked “TOWN OF WEST BOYLSTON – LEASE OF OFFICE SPACE”. Faxed proposals will not be accepted.
- At 2:00 p.m. on February 15, 2008 proposals will be opened at the Board of Selectmen’s office, Municipal Building, 127 Hartwell Street, West Boylston, Massachusetts. Proposals will then be evaluated by the Town Administrator, the Building Inspector and the Chairman of the Board of Selectmen or his designee. A

recommendation will then be made to the Board of Selectmen upon completion of the evaluation.

- Inquiries concerning this RFP must be in writing and must be submitted to Leon A. Gaumond, Jr., Town Administrator, 127 Hartwell Street, West Boylston, Massachusetts 01583. Inquiries are to be received by 4:00 p.m., February 8, 2008. Inquiries received after that time will not be answered. Any responses to inquiries will be provided to all persons who have obtained copies of this RFP from the Board of Selectmen's office.
- Proposals may be corrected, modified, withdrawn or resubmitted prior to the deadline for submission of proposals by submitting the required number of copies of such correction, modification, withdrawal or a new submission, clearly marked on the outside envelope with the appropriate heading, by the deadline listed above.
- Once the deadline has passed, proposals may not be withdrawn, amended or modified for a period of sixty (60) days from the deadline for submission of proposals.
- The successful proposer must execute a lease containing, at a minimum, those provisions set forth in the Term Sheet attached hereto as Table B within thirty (30) days of award by the Board of Selectmen.
- All proposals shall be unconditional; no proposal that purports to impose conditions not included in this RFP will be deemed responsive. The awarding authority may, however, waive minor informalities and omissions in the proposal if it decides, in its sole discretion, that such informality or omission is not prejudicial to the interests of the Town or to fair competition. The awarding authority will waive minor informalities or allow the bidder to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the awarding authority will correct the mistake to reflect the intended correct bid and so notify the bidder in writing, and the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident.
- Each firm submitting a proposal shall submit six (6) copies of its proposal.
- Proposals shall be clearly marked "TOWN OF WEST BOYLSTON – LEASE OF OFFICE SPACE" on the outside of the envelope. Faxed proposals will not be accepted.
- Proposals will be opened and recorded and then reviewed as outlined above, with a recommendation being presented to the Board of Selectmen for awarding. The successful proposer will be required to execute a lease in a form acceptable to the Town of West Boylston within thirty (30) days from the date of notice of acceptance of a proposal, or within such further time as the Board of Selectman elects, but not to exceed sixty (60) days.

- The Town reserves the right to interview or to seek additional information from any proposer after bidding, but before entering into a lease, to reject any proposal if it deems it to be in the best interest of the Town, and to award a lease to the next qualified proposer. Consistent with Massachusetts General Laws Chapter 30B, Section 6, the Town reserves the right to award the lease based on considerations other than price, as long as such award is advantageous to the Town. The Town reserves the right to inspect the offered space and to have a professional inspection and assessment of the space.
- Proposers must also include a list of commercial buildings it owns or manages, including a list of current and former tenants over the past five (5) years. The Town reserves the right to check references and to contact current or former tenants for references as to the proposer's performance as a landlord.
- Each proposal must include, at the minimum:
  - i. Location of the building, description of the age and nature of construction and current condition, square footage being offered and whether it is on one level or multiple levels.
  - ii. Description of the current configuration of the space.
  - iii. Other current tenants in the building.
  - iv. A floor plan indicating the current breakdown into offices, including office dimensions.
  - v. All handicap accessible areas, and a description in full of any of the offered space that is not handicap accessible.
  - vi. The available parking, including the number of spaces and whether the area will be exclusive for Town use or shared with other tenants.
  - vii. The capacity and nature of the existing electrical system, any wiring/cabling to accommodate a computer network, cable internet access, the HVAC system, the fire alarm/sprinkler system and security system.
  - viii. The earliest date on which the building will be available for occupancy.
- All proposals shall be deemed to be public record within the meaning of Massachusetts General Laws Chapter 4, Section 7(26).
- Following the designation of successful proposer, no part of a proposal involving the payment of compensation to the successful proposer shall be designated as confidential.

- The Town of West Boylston is not liable for any costs associated with the preparation of a response to this Request for Proposal.

#### 4. CONTINGENCIES

There is not currently a Town Meeting vote authorizing:

- i. Entry into a lease for the space; or
- ii. Appropriation of funds to pay the rental and other expenses associated with entry into the Lease.

**Any award of a lease as a result of this RFP will be subject to a Town Meeting vote authorizing entry into the lease and appropriation of funds to pay the rent, expenses and costs associated with entry into the lease. It is anticipated that a Special Town Meeting will be held on March 10, 2008.**

#### 5. EVALUATION CRITERIA

- Location
- Square footage available/offered to the Town
- Date of availability
- Inclusion of utilities, common area charges, insurance, property management fees and real estate taxes in the rent
- Total incidental costs associated with occupancy of the leased premises, including, but not limited to, relocation costs and expenses
- Other benefits to the Town

Proposals will be evaluated based on the following:

- Minimum evaluation criteria to identify “Responsible and Responsive” Proposals, as outlined below.
  - Location within the limits of the Town of West Boylston
  - A minimum of 9,000 square feet.
  - Handicapped accessibility
  - The leased space will meet all applicable building codes, including the following:
    - Massachusetts State Building Code (including BOCA Mechanical Code)
    - Massachusetts State Plumbing Code
    - Massachusetts State Electric Code
    - NFPA Life Safety Code
- Comparative Criteria to identify proposals which rank as “Advantageous” or “Highly Advantageous” in one or more of the evaluation criteria indicated for each requested proposal, as outlined on Table A.

For each criterion, a proposal will be assigned one of the following ratings:

1. Not Advantageous - Satisfies Minimum Criterion
2. Advantageous
3. Highly Advantageous

Ratings will be assigned in accordance with the standards described in the attached Table A.

The Town reserves the right to award a lease to the most advantageous offer, and shall not be required to select the proposal offering the lowest rental price.

## **6. REFERENCES**

Each proposer must submit a minimum of three (3) professional references. Each reference shall include the name, title, address and telephone number of the reference.

## **7. TIME SCHEDULE**

The Town is seeking to enter into a lease on or about April 2, 2008, said lease being effective on or about April 17, 2008 for a minimum of one (1) year with an option to renew for a minimum of six (6) months and a maximum of three (3) years, in the Town's discretion.

## **8. INSURANCE**

The Town will provide an insurance certificate naming the Proposer as an additional insured, upon request.

**TABLE A: EVALUATION CRITERIA**

<b>CRITERION</b>	<b>NOT ADVANTAGEOUS</b>	<b>ADVANTAGEOUS</b>	<b>HIGHLY ADVANTAGEOUS</b>
Location	Over 3 miles from center of Town (Intersection of Rte.12 & 140)	1-3 miles from center of Town (Intersection of Rte.12 & 140)	0-1 mile from center of Town. (Intersection of Rte. 12 & 140)
Type of Available Space	Raw space without existing build-out or significant reconfiguration needed	Current office build-out will accommodate Town's usage with some modifications	Current office build-out will comfortably accommodate Town needs or lessor is willing to alter to Town's specifications
Inclusion of utilities, CAM, property management charges, taxes and insurance	Not included	Inclusion of 1 or more items in the lease price	Inclusion of 4 or more items in the lease price

223903/WBOY/0043

**TABLE B:  
TERM SHEET  
FOR LEASE**

**LEASED PREMISES:** Approximately 10,000 square feet, with parking adequate to accommodate a “town hall and senior center.”

**TERM OF LEASE/OPTION TO RENEW:** At least one (1) year initial term, with option to renew for a minimum of six (6) months and a maximum of three (3) years, at the discretion of the Town.

**LANDLORD IMPROVEMENTS:** Landlord shall make such initial improvements/renovations to the Leased Premises as are needed to permit the Town to engage in those general municipal purposes customarily performed in a “town hall and senior center.”

**PUBLIC ACCESS:** Public access permitted, as well as use of the Leased Premises for meetings that are open to the general public.

**RENT:** Rent to include utilities, real estate taxes, property management fees, common area maintenance charges and insurance of the Leased Premises.

**LANDLORD’S OBLIGATION TO MAINTAIN AND REPAIR:** Landlord responsible for the maintenance, repair and replacement of the infrastructure, HVAC, utilities and all other capital repairs as may be necessary to keep the Leased Premises in good repair and condition.

**INDEMNIFICATION:** Any indemnification by the Town is to be “to the extent permitted by law” and “to the extent of the Town’s insurance coverage.”

**INSURANCE:** Landlord shall represent that it maintains, and will continue to maintain throughout the term of the Lease, “all-risk” casualty insurance and general liability insurance coverage for the Leased Premises and the property of which the Leased Premises are a part.

**FORM 1  
COST PROPOSALS  
LEASE**

\_\_\_\_\_  
(Name of Business)

**PROPOSAL – COSTS**

1 Year Lease

Year 2 or any part thereof

\_\_\_\_\_  
(words)

\_\_\_\_\_  
(words)

\$ \_\_\_\_\_  
(dollar figures)

\$ \_\_\_\_\_  
(dollar figures)

Available Date \_\_\_\_\_

Internet Access	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Computer Network Capabilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Utilities Included	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CAM Included	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Taxes Included	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Property Management Included	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Insurance Included	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Handicapped Accessible	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**FORM 2**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this proposal for the LEASE OF OFFICE SPACE has been made and submitted in good faith and without collusion or fraud with any other person. As used in this Certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
(Signature of person signing bid and/or proposal)

By: \_\_\_\_\_  
(Name of Business)

Date: \_\_\_\_\_

**No award will be made without vendor certification of the above.**

**(Note: This Form must be included in the proposal submission)**

**FORM 3**

**Certificate of Tax Compliance**

STATE LAW NOW MANDATES THAT TO DO BUSINESS WITH THE TOWN OF WEST BOYLSTON the Massachusetts Revenue Enforcement and Protection Program of 1983 requires that the following be supplied with your bid:

Date: \_\_\_\_\_

Pursuant to Mass. G.L. c.62C, Section 49A, I certify under the Penalties of Perjury That I, To My Best Knowledge and Belief, Have Filed All Mass. State Tax Return and Paid ALL Mass. State and Town Taxes Required under Law.

Company Name

\_\_\_\_\_

Street and No.

\_\_\_\_\_

Town

\_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Social Security No.

or

Federal Identification No.

\_\_\_\_\_

Certified by State Office of Minority and Women Business Assistance (SOMWBA)

Yes \_\_\_\_\_ Date of Certification \_\_\_\_\_

Failure to complete this form may result in rejection of bid and/or removal from Town Bid Lists.

\_\_\_\_\_  
Authorized Signature

**(Note: This Form must be included in the proposal submission)**

**FORM 4**

**Respondent Entity Disclosure Statement**

Give full names and residences of all persons and parties interested in the foregoing proposal:

(Notice: Give first and last name in full; in case of Corporation give names of President, Treasurer and Manager; and in case of Firms give names of the individual members.)

NAMES	ADDRESSES	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Kindly furnish the following information regarding the Respondent:**

(1) If a Proprietorship

Name of Owner: \_\_\_\_\_

ADDRESS                      ZIP CODE                      TEL. # \_\_\_\_\_

Business: \_\_\_\_\_

Home: \_\_\_\_\_

(2) If a Partnership \_\_\_\_\_

Full names and address of all partners:

NAMES	ADDRESSES	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



**FORM 5**

**Real Property Disclosure Statement**

**DISCLOSURE OF BENEFICIAL INTEREST IN REAL PROPERTY TRANSACTION**

This form contains a disclosure of the names and addresses of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Division of Capital Planning and Operations, as required by M.G.L. c. 7, §40J, prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

1. Public agency involved in this transaction: Town of West Boylston  
[Name of Jurisdiction]
2. Complete legal description of the property:
3. Type of transaction: \_\_\_\_\_ Sale \_\_\_ Lease or rental for X [term]:
4. Seller(s) or Lessor(s):

Purchaser(s) or Lessee(s): Town of West Boylston

5. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above.

*Note: If a corporation has, or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must also be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than 10 percent of the outstanding voting shares need not be disclosed.*

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts, or is an employee of the Division of Capital Asset Management and Maintenance, except as noted below:

Name	Title or Position
_____	_____
_____	_____
_____	_____

6. This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in Item 1. If the form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned acknowledges that any changes or additions to Item 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Asset and Management and Maintenance within 30 days following the change or addition.

The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**(Note: This Form must be included in the proposal submission)**