

**City of Lowell  
Purchasing Department  
City Hall  
375 Merrimack Street, Room 60  
Lowell, Massachusetts 01852**

Project Name: **LEASE OF SPACE FOR THE LOWELL PUBLIC SCHOOLS  
CENTRAL OFFICES**

RFP No.: **14-48**  
Date: **April 2, 2014**  
Buyer: **P. Michael Vaughn**  
Tel. No.: **978-970-4110**  
Fax No.: **978-970-4114**  
Email: **pmvaughn@lowellma.gov**

The City of Lowell is seeking proposals to provide for the lease of space for the Lowell Public Schools central administration offices, in strict accordance to the attached specification. This will be a three (3) year lease, for approximately 40,000 square feet. To assist the City in this effort, the City is issuing this Request for Proposals ("RFP") to solicit responses from qualified Bidders who can meet the project requirements stated herein.

**DUE DATE**

Sealed bids will be publicly opened on: **Friday, May 2, 2014** at City Hall in the Purchasing Department, Room 60, 375 Merrimack Street, Lowell, MA 01852, at 11:00 AM, EST/EDST, for the work described herein. **BIDDERS ARE REQUIRED TO SUBMIT A BID INCLUDING ALL BID FORMS CONTAINED IN THIS PACKAGE. DO NOT REMOVE PAGES.**

**PRE BID CONFERENCE**

Will be held on: **April 10, 2014** at Lowell City Hall in the Mayor's Reception Room, 2<sup>nd</sup> floor, 375 Merrimack Street, Lowell, MA 01852, at 10:00 AM, EST/EDST.

**CLARIFICATIONS OF SPECIFICATIONS**

Any request for clarification to, or relief from, the specifications, must be submitted in writing to the attention of the assigned Buyer at the Purchasing Department's office no later than **Thursday, April 24, 2014** at 5:00PM.

Should the City make changes to any specification, stipulation, requirement, or procedure, notification will be made to all Bidders in the form of written Addenda. No officer, agent, or employee of the City is authorized to amend any provision contained in this RFP, including the specifications, unless such amendment is issued as an Addendum and sent to all Bidders in accordance with this Section (Clarification of Specifications). Bidder is required to acknowledge all addenda.

**APPROPRIATION CONTINGENCY**

If the City fails to appropriate operating funds, or if funds are not otherwise made available for the continued performance for any fiscal period of this Contract succeeding the first fiscal period, this Contract shall be cancelled automatically as of the beginning of the fiscal year for which funds were not appropriated. The City's fiscal year begins July 1<sup>st</sup>.

## **SECTION I. NOTICE TO PROPOSERS**

---

- A. Proposals must be submitted in a sealed envelope which is plainly marked: "PROPOSAL FOR RENTAL OF OFFICE SPACE FOR LPS CENTRAL OFFICES". The City of Lowell will not be responsible for the premature opening of any bid not so marked.

## **SECTION II. GENERAL CONDITIONS**

---

### **A. SCOPE**

1. The successful proposer shall provide rental of space to the Lowell Public School Department. This space shall house the School Committee, Superintendent of Schools, Personnel, Curriculum and Instruction, Business Offices, Special Education, Early Childhood, Food Services, Transportation, Maintenance and Operations, Family Resource Center, Grants Administration, Title I Federal Program, English Language Learners Program, Instructional Technology, and Administrative Data Processing.
2. The rental contract shall be for a three-year period. The lease is subject to annual appropriation.
3. The rental period shall begin August 1, 2014 and shall continue through July 31, 2017.
4. The premises must be made available to the School Department on or before August 1, 2014.

### **B. REQUIREMENTS**

1. Proposers shall furnish all information requested on the proposal form.
2. Each proposer shall return one (1) copy of the proposal sheet entitled "Proposal – Rental of Office Space" and one (1) signed copy of the Certificate of Non-Collusion."
3. Each proposal must be signed by an authorized agent of the proposer.
4. Each proposer must submit a Disclosure of Beneficial Interests as per M.G.L.c.7 §40J.

### **C. COMPETENCY OF BIDDERS**

1. Proposer shall have proven experience in lease of property and property management and shall have sufficient capital to properly execute the contract for the full period.
2. Proposals will be considered only from responsible firms currently engaged in property management.
3. The School Committee of the City of Lowell, acting through its authorized representative, shall be the sole judge of the qualifications of the proposer.

### **D. GENERAL**

1. Any questions as to interpretation of these specifications shall be referred to the P.M. Vaughn, Chief Procurement Officer of the City of Lowell..
2. The successful proposer shall not assign, transfer or sublet this contract unless specific permission to do so is granted in writing by the School Committee of the City of Lowell. Any such person or agency thus assuming the contract may be required by the City of Lowell to execute an amendment to the contract assuming all obligations held by the contractor under the original contract and shall comply with all provisions of the original contract.

3. The rental contract shall be subject to annual appropriation and funding. The School Committee reserves the right to budget all available appropriations and funding in the best interests of the Lowell Public Schools.
4. The Lowell Public Schools reserves the right to secure required service or repair from another source and to charge the contractor should they fail to provide the property and services set forth in the specifications.
5. No proposal may be withdrawn for a period of 60 days following the proposal opening date.
6. If any changes are made to this Request for Proposal, an addendum will be issued. Addenda will be mailed or faxed to all proposers on record as having received the Request for Proposal.
7. A proposer may correct, modify, or withdraw a bid by written notice received by the P.M. Vaughn, Chief Procurement Officer of the City of Lowell. prior to the time and date set for the bid opening. Request for Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No.\_\_\_\_". Each modification must be numbered in sequence, and must reference the original Request for Proposal.

#### **E. PROPOSAL SUBMISSION REQUIREMENTS**

Each proposal must include, at a minimum, the following documents:

1. A statement indicating that the property meets the minimum criteria stated in the specification. The proposer must also state in detail how those criteria are presently met, or if alterations are needed, how the criteria will be met in full as of the projected date of occupancy on August 1, 2014.
2. A statement indicating the exact location of the property and the parking area provided for the lessee.
3. Additional statements describing how each of the comparative criteria are provided by the rental property.
4. A listing containing the names and phone numbers of three former or existing lessees that may be contacted as references.
5. A floor plan of the property as it exists or as it will be after alteration. The plan must show all areas, including spaces listed in the specifications, bathrooms, entrances and common areas.
6. A detailed statement as to what finishes shall be provided along with samples of floor and wall finishing.
7. Each proposer must submit a Disclosure of Beneficial Interests as per M.G.L.c7,§40J.
8. A completed, signed copy of the financial proposal form "RFP14-48 – LEASE OF OFFICE SPACE".
9. A signed copy of the "Certificate of Non-Collusion".
10. A signed copy of the "Tax Compliance Statement"
11. The School Committee will accept only proposals for level monthly rent payments over the term of the lease.
11. Proposers may enclose any additional documentation or literature describing the property which they feel will address the specifications and the minimum criteria.

#### **F. EVALUATION COMMITTEE**

Recommendation of the successful proposer, based upon evaluation of proposals will be made by the members of the evaluation committee selected by the P.M. Vaughn, Chief Procurement Officer of the City of Lowell.

#### **G. VISITATION**

The School Committee may conduct site visits for all competitive, qualifying proposals, to verify information provided in the proposals, and to perform detailed evaluations of the proposed space. The proposer should be present at the site visit or should arrange to have someone present who has the knowledge and authority to represent.

#### **H. PROPOSAL EVALUATION AND AWARD**

1. Proposals will be evaluated and the contract awarded in compliance with applicable statutes of the State of Massachusetts.
2. The City of Lowell, reserves the right to accept or reject any or all proposals, to waive any immaterial informalities therein, and to advertise for new proposals where the acceptance, waiver, or readvertisement would be in the best interest of the City.
3. The City of Lowell's object is to obtain the space most advantageous to its needs at the lowest cost. The City of Lowell will evaluate all proposals for conformity to the requirements and to the degree for which they satisfy the minimum criteria and objectives as defined in this Request for Proposal.
4. The City of Lowell will accept only proposals for level monthly rent payments over the term of the lease.
5. It is expected the City of Lowell and School Department shall award the contract within 30 days of receipt of proposals.

#### **SECTION III. PURPOSE AND SCOPE OF CONTRACT**

---

The School Committee of the City of Lowell desires to lease office space to house all administrative and student registration functions of the Lowell Public Schools which are not specifically part of school building administration. These offices include: School Committee, Superintendent of Schools, Human Resources, Curriculum and Instruction, Business Offices, Special Education, Early Childhood, Food Services, Transportation, Maintenance and Operations, Family Resource Center, Grants Administration, Title I Federal Program, English Language Learners Program, Instructional Technology and Administrative Data Processing. The total area to be leased will be approximately 40,000 square feet. The length of the rental contract will be a three (3) year period.

#### **SECTION IV. MINIMUM CRITERIA:**

---

- The minimum square footage as outlined in Attachment "A", Lowell Public School Department. It is anticipated that the total area leased will be approximately 40,000 square feet.

##### **Programmatic Requirements.**

- The proposed space must be located within the City of Lowell, a centralized location on a public transportation route is preferred.
- A minimum of 4,500 square feet must be located on the street level with immediate access to the public for the Family Resource Center. While it is preferred that the street level office space be located within the same building as above street level office space, the Lowell Public Schools will entertain proposals which provide an appropriate street level location for the Family Resource Center in a separate building location from the remaining office space for the administration.
- A computer network room shall be fully air conditioned and separately controlled from the central air conditioning system.
- Exterior and interior windows must be cleaned twice annually at the expense of the Lessor.

- All areas designated to be occupied by personnel must be provided with fresh air ventilation.
- All wall surfaces shall be freshly painted prior to occupancy and all wall surfaces shall be touch-up painted annually during the course of the lease.
- High-speed elevator (2 elevators) services must be available if leased space consists of more than one floor.
- The building must be handicapped accessible in accordance with the requirements of the American Disabilities Act.
- Must have easy access by car, public transportation or walking.
- Must provide 125 parking spaces for Lessee. If Lessor does not provide parking as part of rental, Lessor will be responsible for renting the same number of parking spaces in either a municipal parking garage or private parking garage/lot within walking distance from the proposed space.
- Parking spaces complying with all State and Federal regulations, including those of the Americans with Disabilities Act.
- Electricity, heat, air conditioning, water and sewerage must be included in the rental fee. All utilities shall be the responsibility of the Lessor.
- Taxes must be included in the rental fee.
- All areas of the leased space which are occupied by staff will be provided with fresh air ventilation. HVAC system must be designed to maintain a winter indoor setpoint of 72°F. HVAC sound levels are not to exceed a noise criterion (NC) number of 35.
- Electrical service must be of sufficient capacity to provide adequate power for the building's electrical equipment and power required to operate all Lessee's equipment.
- Proposed building must comply with all applicable federal, state and local code requirements.
- The building must comply with building codes for life safety. Life safety hazards detected either before or during occupancy shall be corrected at the proposer's expense.
- Emergency lighting must comply with current code standards within leased premises all along paths of egress. All fire protection equipment and materials must be maintained in accordance with applicable codes and ordinances. This includes, but is not limited to, overhead sprinklers, fire doors, fire walls, stops, fire extinguishers, fire escapes, exit route diagrams, exit signs emergency lighting and alarm systems.
- Proposer must confirm that all hazardous substances in or under the proposed building or property, whether presently known or discovered, shall be remedied to the satisfaction of the Lessee prior to its occupancy of the building.
- Must be available to the School Department on or before August 1, 2014.
- Lessee must have access to premises at all times, evenings and weekends, seven days a week. This may be accomplished by using security guards or by means of a master key, electronic card or similar restrictive entry system.
- Must provide 24-hour security by means of a security guard or security alarm system.
- Premises must be maintained in good repair and tenantable condition. The building and grounds are to be kept clean and free from litter and the grounds are to receive proper landscaping care. Snow and ice is to be removed from all entrances, passageways sidewalks, common areas and public areas abutting land upon which the building is situated, as well as parking areas if part of rental agreement. Snow and ice to be removed before normal work hours and thereafter as necessary. Salt and sand are to be used as necessary to ensure safety.
- The Lessor is to provide the continuous routine maintenance and repair and/or replacement of broken glass, roof and ceiling leaks, floors, walls, ceiling, foundation,

plumbing, locks, fire protection equipment, lighting fixtures and lamps, heating, ventilation and a/c systems, security systems and elevators. HVAC equipment is to be serviced, filters replaced and diffusers cleaned in accordance with manufacturer's recommendation. The Lessor must, at its expense, clean the exterior and interior windows at least twice annually during the term of the lease.

- Must provide restroom facilities (men's and women's bathrooms) at street level for the public and separate restroom facilities (men's and women's) for Lowell Public School employees on each floor of office space. A minimum of two (2) toilet stalls shall be included in each men's bathroom and four (4) stalls in each women's bathroom for employee use on each floor of office space.
- Must carry adequate fire and extended coverage insurance on the building of which the leased premises are a part.
- During the lease term, the landlord is responsible for replacing with equal goods worn or damaged ceiling tiles, carpet when backing becomes visible or hazardous, and repair and repainting of wall surfaces to the satisfaction of the Lessee.
- Floors must be carpeted with commercial grade carpet or high quality fully finished hardwood floors. The Lessor must, at its expense, replace carpet as need during the term of the lease.
- The Computer Network Room will have a self-contained air-conditioning unit which will be separately controlled in order to regulate and maintain a desired temperature for the computer equipment.
- Conduit must be provided for computer service to all areas.
- Conduit must be provided for electrical outlets and for phone service to all areas.
- Must provide access to shipping and receiving, and separate entrance dock for delivery of all supplies and materials.

## SECTION V. COMPARATIVE CRITERIA

---

Include descriptions of the following:

- Availability for occupancy
- Physical space and its' design
- First floor frontage
- Parking provided for lessee
- Restroom Facilities
- Finishes

### EVALUATION

The Chief Procurement Office or their Designee shall select the persons responsible for the evaluation of the proposals.

#### 1. AVAILABILITY FOR OCCUPANCY

HIGHLY ADVANTAGEOUS	July 1, 2014
ADVANTAGEOUS	July 2, 2014 – July 11, 2014
NOT ADVANTAGEOUS	July 14, 2014 – 31, 2014
UNACCEPTABLE	After August 1, 2014

#### 2. SPACE

HIGHLY ADVANTAGEOUS	<ul style="list-style-type: none"> <li>• Completely groups departmental functions as requested</li> <li>• 2 or more exits per floor</li> <li>• Outside windows which admit natural light</li> <li>• Office will be clearly marked and appear on all office directories</li> </ul>
ADVANTAGEOUS	<ul style="list-style-type: none"> <li>• Mostly groups departmental functions</li> <li>• 2 exits per floor</li> <li>• Outside windows which admit natural light</li> <li>• Office will be clearly marked and appear on all office directories</li> </ul>
NOT ADVANTAGEOUS	<ul style="list-style-type: none"> <li>• Partially groups department functions</li> <li>• Less than 2 exits per floor</li> <li>• Only 1 window which admits natural light</li> <li>• No office directory but clearly marked</li> </ul>
UNACCEPTABLE	<ul style="list-style-type: none"> <li>• Space design that does not consider departmental functions</li> <li>• One exit per floor</li> <li>• No windows which admit natural light</li> <li>• No office directory, not clearly marked</li> </ul>

### 3. FIRST FLOOR FRONTAGE for Family Resource Center

HIGHLY ADVANTAGEOUS	<ul style="list-style-type: none"> <li>• Large picture window spaces on main street</li> <li>• Able to accommodate 2 outside signs 4' x 9'</li> <li>• Direct access from main street to office space</li> </ul>
ADVANTAGEOUS	<ul style="list-style-type: none"> <li>• One large picture window space on main street</li> <li>• Able to accommodate an outside sign 2' x 4.5'</li> <li>• Access from main street to office space</li> </ul>
NOT ADVANTAGEOUS	<ul style="list-style-type: none"> <li>• Small window space on main street</li> <li>• Able to accommodate small outside sign</li> <li>• Access from side street to office space</li> </ul>
UNACCEPTABLE	<ul style="list-style-type: none"> <li>• No window space on main street</li> <li>• Unable to accommodate any signage</li> <li>• Access from side street or rear of building to office space</li> </ul>

### 4. PARKING

HIGHLY ADVANTAGEOUS	<ul style="list-style-type: none"> <li>• 125 free spaces in close proximity to building</li> <li>• Free and/or metered parking in front of building</li> </ul>
ADVANTAGEOUS	<ul style="list-style-type: none"> <li>• 125 free spaces less than 1/10 of a mile from building</li> <li>• Free or metered parking in front of building</li> </ul>
NOT ADVANTAGEOUS	<ul style="list-style-type: none"> <li>• 125 free spaces more than 1/10 of a mile but less than ¼ of a mile away</li> <li>• Metered parking in front of building</li> </ul>
UNACCEPTABLE	<ul style="list-style-type: none"> <li>• 125 free spaces more than ¼ of a mile from building</li> <li>• No parking in front of building</li> </ul>

### 5. CARPETING OR HARDWOOD FLOORING

HIGHLY ADVANTAGEOUS	<ul style="list-style-type: none"> <li>• New 30oz. Commercial carpeting or hardwood flooring</li> <li>• Neutral color (gray, dark green, mauve)</li> <li>• Easily maintained, excellent quality for office space</li> </ul>
ADVANTAGEOUS	<ul style="list-style-type: none"> <li>• Recently new within 3-5 years and professionally cleaned just prior to occupancy</li> <li>• Neutral color</li> <li>• Easily maintained, good quality for office space</li> </ul>
NOT ADVANTAGEOUS	<ul style="list-style-type: none"> <li>• 5 years old</li> <li>• color that is not neutral</li> <li>• --Difficult to maintain, poor quality for office</li> </ul>

UNACCEPTABLE	<ul style="list-style-type: none"> <li>• More than 5 years old</li> <li>• color that is not neutral</li> <li>• Difficult to maintain, poor quality for office</li> <li>• If not new, not professionally cleaned just prior to occupancy</li> </ul>
--------------	--

#### 6. BATHROOM FACILITIES - Employee

HIGHLY ADVANTAGEOUS	Ladies room(s) has at least 4 stalls and 3 sinks Mens room(s) has at least 2 stalls, 2 urinals and 3 sinks Handicapped bathrooms
ADVANTAGEOUS	Ladies room(s) has 3 stalls and 2 sinks Mens room(s) has 2 stalls, 1 urinal and 2 sinks Handicapped bathrooms
NOT ADVANTAGEOUS	Ladies room has less than 3 stalls and 2 sinks Mens room has less than 2 stalls, 1 urinal and 2 sinks No handicapped bathroom
UNACCEPTABLE	Ladies room has 1 stall and 1 sink Mens room has 1 stall and/or urinal and 1 sink No handicapped bathroom

#### 7. WALLS

HIGHLY ADVANTAGEOUS	All walls newly painted
ADVANTAGEOUS	Most walls freshly painted. Some walls may be touched up; no visible marks.
NOT ADVANTAGEOUS	Many walls not painted
UNACCEPTABLE	Walls not painted; dirty, marked walls

#### 8. POWER, PHONE, DATA CABLING

HIGHLY ADVANTAGEOUS	All areas have or will existing power, phone and data cabling for all employee workstations
NOT ADVANTAGEOUS	Only perimeter walls have or will have power, phone and data cabling
UNACCEPTABLE	Extension cords or exposed wires/cables

## **SECTION V. SUBMISSION REQUIREMENTS**

---

Interested firms must submit the following information based on the scope of work and selection criteria outlined in earlier sections.

All proposals must be submitted in 8 ½" X 11" sheets of paper. Proposal submission must include one original and three (3) copies of the proposal. Proposal should be submitted and clearly label with the following:

Title: NON-COST PROPOSAL - PROPOSAL FOR RENTAL OF OFFICE SPACE  
From: Name and Address of Proposer  
To: P. Michael Vaughn, Chief Procurement Officer  
Purchasing Department  
375 Merrimack Street, Room 60  
Lowell, MA 01852

The City of Lowell reserves the right to reject any and all Proposals that do not meet the submission requirements, minimum and comparative criteria.

Each proposal **must contain**, as a minimum, the following documents:

### **1. NON-COST PROPOSAL TRANSMITTAL LETTER**

Each proposal shall include a letter of transmittal, not to exceed two pages in length, which bears the signature of an authorized representative of the prime contractor and designates by name not more than two (2) individuals who will execute the contract with Lowell on behalf of the prime contractor. The letter of transmittal shall also state that the proposal will remain in effect for a period of thirty (30) calendar days after the deadline for submission of proposals.

The letter of transmittal may also briefly set forth any particular non-cost information the proposer wishes to bring to the City of Lowell's attention and **MUST NOT IDENTIFY ANY INFORMATION IN THE COST PROPOSAL.**

### **NARRATIVE**

Please include a narrative of five pages maximum discussing your qualifications that should be considered by the City in reaching a decision. Please incorporate the following questions in your text:

#### **General Company Information**

- When was your company founded and under what names has it operated?
- Is this company a subsidiary of another company? If so provide name of parent company.
- Has this company or product been purchased from another company? If so provide name of company, name of product and date of acquisition.
- How long has your company been in the property management and rental business and under what names has it provided this service?

#### **Property Information**

Each proposal must include, as a minimum, the following documents:

- A statement indicating that the property meets the minimum criteria stated in the specification. The proposer must also state in detail how those criteria are presently met,

or if alterations are needed, how the criteria will be met in full as of the projected date of occupancy on or about August 1, 2014.

- A statement indicating the exact location of the property and the parking area provided for the lessee.
- Additional statements describing how each of the comparative criteria is provided by the rental property.
- A listing containing the names and phone numbers of three former or existing lessees that may be contacted as references.
- A floor plan of the property as it exists or as it will be after alteration. The plan must show all areas, including spaces listed in the specifications, bathrooms, entrances and common areas.
- A detailed statement as to what finishes shall be provided along with samples of floor and wall finishings, if applicable.
- The School Committee of the City of Lowell will accept only proposals for level monthly rent payments over the term of the lease.
- Proposer may enclose any additional documentation or literature describing the property which they feel will address the specifications and the minimum criteria.

## **REFERENCES**

Provide a list of at least three (3) clients including a contact person and telephone number that will serve as appropriate references for your company's work. Please include a list of clients lost during the last 18 months including a contact person and telephone number.

## **EXCEPTIONS**

Please list any exceptions you have taken to this document citing your alternate proposal and its benefits to Lowell.

## **OTHER**

1. Any other information that would help the LPS to evaluate the firm's qualifications with regard to the selection criteria.
2. Non-Collusion Form and Tax Compliance Form (Exhibit A and B)
3. Landlord's Beneficial Interest Disclosure Statement Form

***Offerors must NOT submit any cost information anywhere in the Non-Cost Proposal. Non-compliance with this requirement will result in disqualification.***

## **2. COST PROPOSAL**

All Cost Proposals must be submitted in 8 ½" X 11" sheets of paper. A separate package containing the one original and three (3) copies of the Cost Proposal (see EXHIBIT C form) must be labeled and submitted as follows:

**Title: COST PROPOSAL - PROPOSAL FOR RENTAL OF OFFICE SPACE**  
**From:** Name and Address of Proposer  
**To:** P. Michael Vaughn, Chief Procurement Officer  
Purchasing Department  
375 Merrimack Street, Room 60  
Lowell, MA 01852

Each cost proposal **must contain**, as a minimum, the following documents:

1. Cost Proposal (see EXHIBIT C form)

Each proposal will be embargoed upon opening until such time as the School Department has completed the evaluation and selection process.

## **SECTION VI. SELECTION PROCEDURES**

---

The Business Office will review all proposals to ensure they have met the minimum criteria and are responsive and responsible bidders. Should it be determined that only one offeror is clearly more highly qualified than the others, a lease with that proposer must be negotiated and recommended by the committee for Lowell School Committee approval and award.

## **SECTION VII. LEASE CONTRACT**

---

The successful proposer shall not assign, transfer or sublet this lease unless specific permission to do so is granted in writing by the City of Lowell. Any such person or agency thus assuming the lease may be required by the City to execute an amendment to the contract assuming all obligations held by the contractor under the original lease and shall comply with all provisions of the original contract.

All awards and lease shall be subject to appropriation and funding and the City of Lowell reserves the right to budget all available appropriations and funding in the best interest of the City of Lowell School Department.

**\*\*\* VERY IMPORTANT \*\*\***

At the time of contract award the recommended proposer must be registered with the Secretary of the Commonwealth of Massachusetts with a designated **Entity Type and Identification Number.**

The exact Corporation Name, Entity Type and Location of your Principal Office must match the information submitted in your submitted proposal.

If you will **NOT** agree with this condition, **please do NOT submit a proposal.**



## **Lowell School Department Programmatic Relationships**

The following is a description of inter-office relationships. This is to assist the proposer in submitting an office plan.

1. The Family Resource Center (student enrollment) is to be located at street level easily accessible to the public.
2. The Family Resource Center shall consist of approximately 4,500 square feet of space, inclusive of the designated staff and offices outlined in this attachment.
3. The Superintendent's Office shall consist of approximately 2,045 square feet of space, inclusive of the designated staff and offices outlined in this attachment.
4. The Deputy Superintendent of Finance & Operations Office shall consist of approximately 1,895 square feet of space, inclusive of the designated staff and offices outlined in this attachment. It would be advantageous for the departments that fall under the Finance and Operations Office to be located within close proximity (same floor) to the Office. This includes the Finance and Operations Staff (2,000 square feet), Personnel Office (2,450 square feet), Information, Technology & Communication Services Office (2,950 square feet) and Student/Staff Data Offices (1,200 square feet). However, the Personnel Office must be located in an area convenient to the elevator or outside entry for ease of access to applicants and staff. The 2,000 square feet of File/Storage (Old/Dead Files) for the Personnel Office does not need to be located on the same floor as the primary office.
5. The Assistant Superintendent of Curriculum & Instruction's Office shall consist of approximately 3,175 square feet of space, inclusive of the designated staff and offices outlined in this attachment.
6. The Assistant Superintendent of Student Support Service's Office shall consist of approximately 3,025 square feet of space, inclusive of the designated staff and offices outlined in this attachment. It would be advantageous for the departments that fall under the Student Support Service's Office to be located within close proximity (same floor) to the Office. This includes the Special Education Office (5,150 square feet) and Early Childhood Office (900 square feet). The 2,000 square feet of File/Storage (Old/Dead Files) for the Special Education Office does not need to be located on the same floor as the primary office.

7. Three (3) conference/training rooms each of approximately 1,000 square feet are required to be included within the proposed space. It would be advantageous for the conference/training rooms to be located in an area convenient to the elevator or outside entry for ease of access to applicants and staff.

**EXHIBIT A - NON-COLLUSION STATEMENT**

---

The following certificate is required by Massachusetts General Laws, C. 40 S. 4B-1/2. Please include it in your non-cost proposal.

The undersigned certifies under penalties of perjury that this proposal 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.

Name of person signing proposal

\_\_\_\_\_  
*Name of Company*

**EXHIBIT B - TAX COMPLIANCE STATEMENT**

---

I certify under penalties of perjury that I, to the best of my knowledge and belief, have filed all tax returns and paid all state taxes required under law.

\_\_\_\_\_  
\* Signature of Individual  
or Corporate Name (Mandatory)

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
\*\* Social Security Number  
(Voluntary or Federal Id Number)

\* Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

\*\* Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of Mass. G.L. C. 62C S. 49A.

**COST PROPOSAL FORM**  
**REQUEST FOR PROPOSAL FOR**  
**RENTAL OF OFFICE SPACE FOR LPS CENTRAL OFFICES**

To: The AWARDING AUTHORITY

\_\_\_\_\_  
*Name of Bidder/Company*

\_\_\_\_\_  
Signature of Corporate Officer

I hereby propose.

The undersigned proposes to lease office space to the Lowell School Department according to the specifications dated April 2, 2014 for the Contract Price specified below, subject to additions and deductions according to the terms of the Contract Documents.

The undersigned bidder has received Addenda numbered \_\_\_\_\_ and has included their provisions in his bid.

**NON-COLLUSION CERTIFICATE:** The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph the word “person” shall mean any natural person, joint venture, partnership, corporation, or any other business or legal entity.

In submitting this bid, I agree:

1. To hold my bid open for thirty days after the date of bid opening.
2. To accept the provisions of the Instructions to Bidders.
3. To enter into and accept a contract with the City of Lowell School Department in an approved form, to perform and furnish all services scheduled in the Contract Documents for the Contract Price indicated in this bid and in accordance with the other terms and conditions of the Contract Documents.

**CONTRACT:** The undersigned agrees that, if he is selected as the successful proposer he will, within ten days (10), Saturdays, Sundays and legal holidays excepted after presentation thereof by the Awarding Authority and execute a contract in accordance with the terms and conditions of bid.

**COST PROPOSAL FORM  
REQUEST FOR PROPOSAL FOR  
RENTAL OF OFFICE SPACE FOR LPS CENTRAL OFFICES**

page 2

**CONTRACT PRICE**

---

**PROPOSED LEVEL MONTHLY RENT PAYMENTS**

**Months One through Twelve**

A. Total 12 month amount \$ \_\_\_\_\_

(PRICE PER SQUARE FOOT = \$ \_\_\_\_\_)

**PROPOSED LEVEL MONTHLY RENT PAYMENTS**

**Months Thirteen through Twenty-four**

B. Total 12 month amount \$ \_\_\_\_\_

(PRICE PER SQUARE FOOT = \$ \_\_\_\_\_)

**PROPOSED LEVEL MONTHLY RENT PAYMENTS**

**Months Twenty-five through Thirty-six**

C. Total 12 month amount \$ \_\_\_\_\_

(PRICE PER SQUARE FOOT = \$ \_\_\_\_\_)

The proposed Total Contract Price is \$ \_\_\_\_\_

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

*in words (add all three years)*

for the proposed period of August 1, 2014 to July 31, 2017.

**COST PROPOSAL FORM  
REQUEST FOR PROPOSAL FOR  
RENTAL OF OFFICE SPACE FOR LPS CENTRAL OFFICES**

page 3

**PROPOSER INFORMATION**

Name of Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

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



## REFERENCES FORM

### Lowell School Department

155 Merrimack Street

Lowell, MA 01852

(978) 970-5471

---

## REQUEST FOR PROPOSAL FOR RENTAL OF OFFICE SPACE FOR LPS CENTRAL OFFICES

As per Section E, Proposal Submission Requirements:

	NAME	ADDRESS	TELEPHONE NUMBER
1.	_____	_____	_____
	_____	_____	_____
2.	_____	_____	_____
	_____	_____	_____
3.	_____	_____	_____
	_____	_____	_____



# REQUEST FOR PROPOSAL FOR RENTAL OF OFFICE SPACE FOR LPS CENTRAL OFFICES

## LANDLORD'S BENEFICIAL INTEREST DISCLOSURE STATEMENT

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.c7, §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: \_\_\_\_\_  
(Name of jurisdiction)

2. Complete legal description of the property:

3. Type of transaction: \_\_\_\_\_ Sale \_\_\_\_\_ Lease or rental for \_\_\_\_\_(term):

4. Seller(s) or Lessor(s): \_\_\_\_\_

Purchaser(s) or Lessee(s): \_\_\_\_\_

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 ten percent of the outstanding voting shares need not be disclosed.

NAME	ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____

(continued next page)

5. (continued)

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts 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 this 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 Planning and Operations within thirty (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: \_\_\_\_\_

Personally appeared the above-named \_\_\_\_\_, and being sworn, deposed, and says that he is the person named, and who signed the foregoing, and that the statements therein are true.

\_\_\_\_\_  
(Notary Public)

My Commission Expires: \_\_\_\_\_