The City of Lowell
City Hall • 375 Merrimack Street • Lowell, MA 01852
P: 978.970.4110 • F: 978.970.4114
www.LowellMA.gov

June 24, 2014

ADDENDUM #1
IFB #14-73
LEASE OF SPACE FOR THE LOWELL PUBLIC SCHOOLS CENTRAL OFFICES

The number of this Addendum, Addendum No. 1, must be entered in the space provided on the Bid Form.

CLARIFY:

The Lowell Public Schools must relocate approximately 16,000 square feet of offices by August 1, 2014 in order to make room for the opening of the Rogers School to children for the 2014/15 school year. The offices currently located on the 2nd floor of the Rogers School must vacate and relocate to new office space by August 1, 2014. These include the following offices:

- Office of the Deputy Superintendent: Finance & Operations – 1,895 sq ft
  Finance & Operations Staff – 2,000 sq ft
  Personnel Office – 4,450 sq ft
  Information, Technology & Communication Services – 2,950 sq ft
  Student/Staff Data – 1,200 sq ft
- Office of the Assistant Superintendent: Student Support Services – 3,025 sq ft

While it would be most advantageous to have a facility(s) available to accommodate the entire Lowell Public Schools administrative offices at the same time (by August 1, 2014), the priority is to relocate the above referenced 16,000 square feet of offices by August 1, 2014. Proposes must provide the minimum 16,000 square feet of office space by August 1, 2014 and then propose a plan to make the remaining space available over the course of the 2014/15 school year, however by no later than July 1, 2015.

When all offices are relocated, whether by August 1, 2014 or no later than July 1, 2015, the following offices must be located within the same building with offices within close proximity to one another. It is not acceptable to have the following offices located within different buildings (different addresses):

Required Grouping No. 1
Office of the Assistant Superintendent: Student Support Services
Family Resource Center
Special Education Office
Early Childhood Office

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Required Grouping No. 2
Office of the Deputy Superintendent: Finance & Operations
Finance & Operations Staff
Personnel Office
Information, Technology & Communication Services
Student/Staff Data

The Office of the Superintendent and the Office of the Assistant Superintendent: Curriculum & Instruction may be located within either building, if multiple buildings are proposed, as long as the complete configuration of each office remains intact. It is not advantageous to the Lowell Public Schools to take possession of incomplete office groupings. For example, the Family Resource Center cannot be relocated until each of the offices specified in Required Grouping No. 1 are available for occupancy.

FURTHER INFORMATION:

Potential proposers can contact Jay Lang at 978-674-2019 to schedule a pre-visit to the proposed site to discuss office configuration possibilities.

Central air conditioning is required for all proposed office spaces.

Sincerely

P. Michael Vaughn
Chief Procurement Officer