

**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.: **14-73**
Date: **June 4, 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 with two (2) one year options, for approximately 16,000 square feet required by August 1, 2014 and a two (2) year plus the months occupied lease with two (2) one year options, for approximately 20,000 square feet required no later than July 1, 2015. All options will be exercised at the City's sole discretion. The City will consider multiple leases. 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: **Monday, July 7, 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: **June 17, 2014** at Lowell City Hall in the Mayor's Reception Room, 2nd 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, June 26, 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 1st.

SECTION I. NOTICE TO PROPOSERS

- A. Proposals must be submitted in a sealed enveloped which is plainly marked: "RFP 14-73 LEASE OF SPACE FOR LOWELL PUBLIC SCHOOLS 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 lease is subject to annual appropriation.
3. This will be a three (3) year lease with two (2) one year options, for approximately 16,000 square feet required by August 1, 2014 and a two (2) year plus the months occupied lease with two (2) one year options, for approximately 20,000 square feet required no later than July 1, 2015. The City will consider multiple leases. .

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 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 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 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.
4. No proposal may be withdrawn for a period of 60 days following the proposal opening date.

5. 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.
6. 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. The lessee must provide 110 parking spaces, but the lessee will not include parking costs in their proposal.
 3. 50 parking spaces are required on August 1, 2014
 4. 60 parking spaces are required no later than July 1, 2015, must be available when occupied
5. Additional statements describing how each of the comparative criteria are provided by the rental property.
6. A listing containing the names and phone numbers of three former or existing lessees that may be contacted as references.
7. 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.
8. A detailed statement as to what finishes shall be provided along with samples of floor and wall finishing.
9. Each proposer must submit a Disclosure of Beneficial Interests as per M.G.L.c7,§40J.
10. A completed, signed copy of the financial proposal form "RFP14-73 – LEASE OF OFFICE SPACE".
11. A signed copy of the "Certificate of Non-Collusion".
12. A signed copy of the "Tax Compliance Statement"
13. Only proposals that contain fixed lease payments (same each month) will be considered.
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 City of Lowell's technical review 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. It is expected the City of Lowell and School Department shall award the contract by August 1, 2014.

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 36,000 square feet.

SECTION IV. MINIMUM CRITERA:

- The minimum square footage as outlined in Attachment "A", Lowell Public School Department. It is anticipated that the total area leased will be approximately 36,000 square feet.

Programmatic Requirements.

- The proposed space must be located within the City of Lowell central business district, on a public transportation route preferred.
- A minimum of 3,750 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.
- Lessor is responsible to provide daily cleaning, trash removal of space provided and cost must be included in rental fee
- 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 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.
- Lessor will be responsible for confirming there are 110 parking spaces in either a municipal parking garage or private parking garage/lot within walking distance from the proposed space. The Lessee will pay for said parking spaces. Do not include parking costs in your proposal.
- 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 the dates required for each lease requirement.
- 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. OCCUPANCY REQUIREMENTS:

- August 1 2014 – 15,520 sq ft
 - Office of the Deputy Superintendent: Finance & Operations – 1,895 sq ft
 - Finance & Operations Staff – 2,000 sq ft
 - Office of the Assistant Superintendent: Student Support Services – 3,025 sq ft
 - Personnel Office – 4,450 sq ft
 - Information, Technology & Communication Services – 2,950 sq ft
 - Student/Staff Data – 1,200 sq ft
- No Later Than July 1, 2015 – 20,020 sq ft
 - Office of the Superintendent – 2,045
 - Office of the Assistant Superintendent: Curriculum & Instruction – 3,175 sq ft
 - Family Resource Center – 3,750 sq ft
 - Special Education – 7,150 sq ft
 - Early Childhood – 900
 - Conference/Training Rooms – 3,000 sq ft

These square footage areas are the approximate need for each functional grouping, the City will consider slightly smaller spaces for each functional grouping, providing the lessor is able to provide a floorplan that is reasonable and maintains the intent of the square footage requirements of this RFP.

SECTION VI. LEASE REQUIREMENTS:

-
- August 1 2014

 - The space required for August 1, 2014 must be ready for occupancy without any major build out required. Minor alterations, carpeting and paint must be completed before August 1, 2014
 - Approximately 16,000 sq ft
 - All the space required for August 1, 2014 must be in the same building
 - No Later Than July 1, 2015

 - The space required no later than July 1, 2015 must be ready for occupancy by May 1, 2015 without any further (if any) major build out required. Minor alterations, carpeting and paint must be completed before July 1, 2015
 - Approximately 20,000 sq ft
 - All the space required for July 1, 2015 must be in the same building.
 - The Family Resource Center must be on the ground floor of the building with direct access to the street.
 - Bidders who are offering two different buildings to meet the August 1, 2014 and July 1, 2015 lease requirements must:

 - Buildings offered must be in walking distance from each other, not to exceed approximately 1,000 feet
-

SECTION V. COMPARATIVE CRITERIA

Include descriptions of the following:

- For each building/lease proposed (if more than one)
- 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 – August 1, 2014 space requirements

| | |
|---------------------|----------------------|
| HIGHLY ADVANTAGEOUS | August 1, 2014 |
| UNACCEPTABLE | After August 1, 2014 |

2. AVAILABILITY FOR OCCUPANCY – No Later Than July 1, 2015 space requirements

| | |
|---------------------|----------------------------|
| HIGHLY ADVANTAGEOUS | No Later than July 1, 2015 |
| UNACCEPTABLE | After July 1, 2015 |

3. LOCATION

| | |
|---------------------|---|
| HIGHLY ADVANTAGEOUS | The proposed office space(s) is located in the City of Lowell downtown business district on a public transportation route |
| ADVANTAGEOUS | The proposed office space(s) is located in the City of Lowell within a central business district on a public transportation route |
| UNACCEPTABLE | The proposed office space(s) is located outside the City of Lowell |

4. SPACE

| | |
|---------------------|---|
| HIGHLY ADVANTAGEOUS | <ul style="list-style-type: none"> • Completely groups departmental functions as requested • 2 or more exits per floor • Outside windows which admit natural light • Office will be clearly marked and appear on all office directories |
| ADVANTAGEOUS | <ul style="list-style-type: none"> • Mostly groups departmental functions • 2 exits per floor • Outside windows which admit natural light • Office will be clearly marked and appear on all office directories |
| NOT ADVANTAGEOUS | <ul style="list-style-type: none"> • Partially groups department functions • Less than 2 exits per floor • No windows which admit natural light • No office directory but clearly marked |

| | |
|--------------|---|
| UNACCEPTABLE | <ul style="list-style-type: none"> • Space design that does not consider departmental functions • One exit per floor • No windows which admit natural light • No office directory, not clearly marked |
|--------------|---|

5. GROUND FLOOR FRONTAGE for Family Resource Center

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

6. PARKING

| | |
|---------------------|--|
| HIGHLY ADVANTAGEOUS | <ul style="list-style-type: none"> • 110 spaces in close proximity to building • 50 on 8/1/14 & 60 on 7/1/15 or when occupied • Free and/or metered parking in front of building |
| ADVANTAGEOUS | <ul style="list-style-type: none"> • 110 spaces less than 1/10 of a mile from building • 50 on 8/1/14 & 60 on 7/1/15 or when occupied • Free or metered parking in front of building |
| NOT ADVANTAGEOUS | <ul style="list-style-type: none"> • 110 spaces more than 1/10 of a mile but less than ¼ of a mile away • 50 on 8/1/14 & 60 on 7/1/15 or when occupied • Metered parking in front of building |
| UNACCEPTABLE | <ul style="list-style-type: none"> • 110 spaces more than ¼ of a mile from building • 50 on 8/1/14 & 60 on 7/1/15 or when occupied • No parking in front of building |

7. CARPETING OR HARDWOOD FLOORING

| | |
|---------------------|---|
| HIGHLY ADVANTAGEOUS | <ul style="list-style-type: none"> • New 30oz. Commercial carpeting or hardwood flooring • Neutral color (gray, dark green, mauve) • Easily maintained, excellent quality for office space |
| ADVANTAGEOUS | <ul style="list-style-type: none"> • Recently new within 3-5 years and professionally cleaned just prior to occupancy • Neutral color • Easily maintained, good quality for office space |
| NOT ADVANTAGEOUS | <ul style="list-style-type: none"> • More than 5 years old • Color that is not neutral • Difficult to maintain, poor quality for office |
| UNACCEPTABLE | <ul style="list-style-type: none"> • Concrete or Tile flooring other than in an entry way • Carpeting or Hardwood floors in poor condition |

8. 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 |

9. WALLS

| | |
|---------------------|--|
| HIGHLY ADVANTAGEOUS | All walls newly painted |
| ADVANTAGEOUS | All walls are pristine, no visible marks and painted within past 5 years |
| NOT ADVANTAGEOUS | Walls have not been painted in past 5 years, no visible marks |
| UNACCEPTABLE | Walls not painted; dirty, marked walls |

10. POWER, PHONE, DATA CABLING

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|---------------------|---|
| 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 |

11. FUNCTIONAL GROUPINGS

| | |
|---------------------|--|
| HIGHLY ADVANTAGEOUS | All functional groupings are located in same office building on the same floor Note: The Family Resource Center must be located on the ground floor of one building. It cannot be split up. |
| ADVANTAGEOUS | All functional groupings are located in same office building on two different floors |
| UNACCEPTABLE | Functional groupings are split up in different buildings |

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 dates of occupancy of August 1, 2014 and no later than July 1, 2015

- A statement indicating the exact location of the property(s) and the parking area proposed for the lessee.
- Additional statements describing how each of the comparative criteria is provided by the rental property(s).
- 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 Chief Procurement Officer and the Lowell Public schools 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.**

“A” 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 3,750 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.

ACKNOWLEDGEMENT OF ADDENDA

The Bidder acknowledges all addenda.

ADDENDA NUMBER

DATE ISSUED

COST PROPOSAL FORM

RFP 14-73

LEASE OF 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 June 4, 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

RFP 14-73

LEASE OF SPACE FOR LPS CENTRAL OFFICES

CONTRACT PRICE – for the August 1, 2014 Space Requirements

For August 1, 2014 to July 31, 2017

PROPOSED MONTHLY RENT PAYMENTS

Monthly Rent Payment is \$ _____

The proposed Total Price is \$ _____

(_____)

in words (monthly rent times 35)

Monthly Rent Payment is _____

Option Year One - For August 1, 2017 to July 31, 2018

Monthly Rent Payment is _____

Option Year Two - For August 1, 2018 to July 31, 2019

COST PROPOSAL FORM

RFP 14-73

LEASE OF SPACE FOR LPS CENTRAL OFFICES

CONTRACT PRICE – for the July 1, 2015 Space Requirements

For No Later than July 1, 2015 to July 31, 2017

PROPOSED MONTHLY RENT PAYMENTS

Monthly Rent Payment is \$ _____

Proposed Date of Occupancy is _____

The proposed Total Price is \$ _____

(_____)

in words (monthly rent times the number of months occupied)

Monthly Rent Payment is _____

Option Year One - For August 1, 2017 to July 31, 2018

Monthly Rent Payment is _____

Option Year Two - For August 1, 2018 to July 31, 2019

PROPOSER INFORMATION

Name of Bidder: _____

Address: _____

Telephone: _____

Email: _____

Date: _____



REFERENCES FORM

City of Lowell
Purchasing Department
375 Merrimack Street
Lowell, MA 01852

RFP 14-73

LEASE OF SPACE FOR LPS CENTRAL OFFICES

As per Section E, Proposal Submission Requirements:

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



RFP 14-73
LEASE OF 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: _____