

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

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

RFP No.: **17-88**
Date: **May 10, 2017**
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 classroom space for the Lowell Public Schools, in strict accordance to the attached specification. This will be a one (1) year lease with two (2) one year options, for approximately 8,000 square feet required by August 28, 2017. All options will be exercised at the City's sole discretion. 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, June 12, 2017** 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.**

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 **Tuesday, May 30, 2017** 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 envelope which is plainly marked: "RFP 17-88 LEASE OF CLASSROOM SPACE FOR LOWELL PUBLIC SCHOOLS". 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 Lowell Public Schools must relocate approximately 8,000 square feet of offices by August 28, 2017 because of influx of special education students. *Attachment #1 – Lowell Public Schools, Programmatic Requirements*".
2. The successful proposer shall provide rental of space to the Lowell Public School Department. This space shall house eight (8) classrooms and administrative for school staff.
3. This will be a one (1) year lease with two (2) one year options, for up to 11,000 square feet required by August 28, 2017.
4. The lease is subject to annual appropriation.

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 Classroom 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. No proposal may be withdrawn for a period of 60 days following the proposal opening date.
4. 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.
5. 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.

6. The rental contract shall be subject to annual appropriation and funding.

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 28, 2017.
2. A statement indicating the exact location and specifications/drawings of the property.
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. A signed copy of the "Certificate of Non-Collusion".
8. A signed copy of the "Tax Compliance Statement"
9. A list of references
10. Each proposer must submit a Disclosure of Beneficial Interests as per M.G.L.c7,§40J.
11. A completed, signed copy of the cost proposal form **"RFP 17-88 – LEASE OF CLASSROOM SPACE FOR LOWELL PUBLIC SCHOOLS"**.

Only proposals that contain fixed lease payments (same each month) will be considered. 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 July 1, 2017.

SECTION III. PURPOSE AND SCOPE OF CONTRACT

The School Committee of the City of Lowell desires to lease classroom space to be occupied by a Special Education Program. The Program will enroll approximately sixty four (64) students over eight (8) classrooms. The students will be various ages:

- Two (2) classrooms, pre-kindergarten
- Four (4) classrooms, kindergarten to grade 4
- Two (2) classrooms, middle school, grade 5-8

The total area to be leased will be approximately 11,000 square feet.

SECTION IV. MINIMUM CRITERIA:

- The minimum square footage as outlined in *Attachment #1 – Lowell Public Schools, Programmatic Requirements*”. It is anticipated that the total area leased will be approximately 11,000 square feet.
- Pre-kindergarten (PK) classrooms must have windows to meet state regulations.
- PK classes must have a bathroom within the classroom OR share a single bathroom area between each classroom.
- PK bathrooms must have a changing table or area included.

Detailed Programmatic Requirements.

- The proposed space must have easy access by car, public transportation or walking.
- The proposed space must have a bus drop off area and easy access for parents.
- The proposed space must be properly zoned to accommodate the educational use.
- The proposed space must be available to the School Department on the date required for each lease requirement.

- The proposed space must have a secured playground or recreational area.
- Exterior and interior windows must be cleaned twice annually at the expense of the Lessor.
- Lessor must provide public exterior signage indicating that the space is occupied by the Lowell Public Schools. If there is an existing internally illuminated sign, then the Lessor will add the Lowell Public Schools.
- Lessor must provide public interior signage directing the visitors to the space. Signage must provide at the main entrance, directories, hallways and elevators. If needed, signage will be needed at the greeting area off the elevator directing visitors to the correct area.
- Lessor is responsible to provide daily cleaning and trash removal of space.
- Electricity, heat, air conditioning, water and sewerage must be included in the rental fee. All utilities shall be the responsibility of the Lessor.
- All areas designated to be occupied by personnel must be provided with fresh air ventilation. Central air conditioning is required for all proposed spaces.
- 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.
- Parking spaces complying with all State and Federal regulations, including those of the Americans with Disabilities Act.
- 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.
- Lessee's administrative staff 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.
- 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.
- During the lease term, the landlord is responsible for replacing with equal goods worn or damaged ceiling tiles, carpet when backing becomes visible, hazardous or greater than four years old, 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.
- Lessor shall have carpet of the entire premises professionally shampooed before occupancy. If the options are taken, once the second year of the lease and twice the third year of the lease. The schedule will be presented to the Superintendent of Schools or the designee within three months of the first day of occupancy.
- Carpeting at the main entrance ways must be replaced by the start of the lease period.
- 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 and separately controlled from the central air conditioning system..
- Conduit must be provided for computer service to all areas.
- Conduit must be provided for electrical outlets and for phone service to all areas.
- The proposed space must provide separate restroom facilities (men's and women's) for Lowell Public School employees on each floor of classroom space.
- The proposed space must provide separate restroom facilities (boys and girls) for Lowell Public School employees on each floor of classroom space. A minimum of two (2) toilet stalls shall be included in each boy's bathroom and four (4) stalls in each girl's bathroom for employee use on each floor of classroom space.
- The proposed space must carry adequate fire and extended coverage insurance on the building of which the leased premises are a part.

SECTION V. OCCUPANCY REQUIRMENTS:

The minimum square footage as outlined in the enclosed *Attachment #1 – Lowell Public Schools, Programmatic Requirements*". It is anticipated that the total area leased will be approximately 11,000 square feet.

These square footage areas are the approximate need for each professional group, the City will consider slightly smaller spaces for each functional group, 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 VII. COMPARATIVE CRITERIA

Include descriptions of the following:

- Physical space and its' design
- Restroom Facilities
- Finishes

EVALUATION

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

1. SPACE - WALLS

HIGHLY ADVANTAGEOUS	<ul style="list-style-type: none">Office and classroom space with permanent walls and doors
ADVANTAGEOUS	<ul style="list-style-type: none">Most office and classrooms with permanent walls and doors
NOT ADVANTAGEOUS	<ul style="list-style-type: none">Partially grouped classrooms and office space
UNACCEPTABLE	<ul style="list-style-type: none">Space design that does not consider classroom or office space functions

2. SPACE - LIGHTING

HIGHLY ADVANTAGEOUS	<ul style="list-style-type: none">Outside windows which will admit natural outside lighting
ADVANTAGEOUS	<ul style="list-style-type: none">Some outside windows which will admit natural outside lighting
NOT ADVANTAGEOUS	<ul style="list-style-type: none">Only one window which admits natural light
UNACCEPTABLE	<ul style="list-style-type: none">No windows which admit natural light

3. SPACE - EXITS

HIGHLY ADVANTAGEOUS	<ul style="list-style-type: none">Each classroom has outside exit door
ADVANTAGEOUS	<ul style="list-style-type: none">Each classroom has two exits
NOT ADVANTAGEOUS	<ul style="list-style-type: none">Each classroom has one single exit
UNACCEPTABLE	<ul style="list-style-type: none">Classroom share exits

4. EMPLOYEE PARKING

HIGHLY ADVANTAGEOUS	<ul style="list-style-type: none">40 free parking spaces for employees in close proximity to building
ADVANTAGEOUS	<ul style="list-style-type: none">40 free parking spaces for employees less than 1/10 of a mile from building
NOT ADVANTAGEOUS	<ul style="list-style-type: none">40 free spaces more than 1/10 but less than 1/4 of a mile away
UNACCEPTABLE	<ul style="list-style-type: none">40 free spaces more than 1/4 of a mile from building

5. VISITOR PARKING

HIGHLY ADVANTAGEOUS	<ul style="list-style-type: none">Free parking in front of building
ADVANTAGEOUS	<ul style="list-style-type: none">Free and metered parking in front of building
NOT ADVANTAGEOUS	<ul style="list-style-type: none">Metered parking in front of building
UNACCEPTABLE	<ul style="list-style-type: none">No visitor parking in front of building

6. BATHROOM FACILITIES – Employees, Ladies

HIGHLY ADVANTAGEOUS	<ul style="list-style-type: none"> • Staff ladies room(s) has more 4 or more stalls
ADVANTAGEOUS	<ul style="list-style-type: none"> • Staff ladies room(s) has 3 stalls
NOT ADVANTAGEOUS	<ul style="list-style-type: none"> • Staff ladies room has 2 stalls
UNACCEPTABLE	<ul style="list-style-type: none"> • Staff ladies room has 1 stall

7. BATHROOM FACILITIES – Student, Ladies

HIGHLY ADVANTAGEOUS	<ul style="list-style-type: none"> • Staff ladies room(s) has more 4 or more stalls
ADVANTAGEOUS	<ul style="list-style-type: none"> • Staff ladies room(s) has 3 stalls
NOT ADVANTAGEOUS	<ul style="list-style-type: none"> • Staff ladies room has 2 stalls
UNACCEPTABLE	<ul style="list-style-type: none"> • Staff ladies room has 1 stall

8. CARPETING AGE

HIGHLY ADVANTAGEOUS	<ul style="list-style-type: none"> • New 30oz. Commercial carpeting or hardwood flooring
ADVANTAGEOUS	<ul style="list-style-type: none"> • Recently new within 3-5 years and professionally cleaned just prior to occupancy
NOT ADVANTAGEOUS	<ul style="list-style-type: none"> • More than 5 years old
UNACCEPTABLE	<ul style="list-style-type: none"> • Concrete or Tile flooring other than in an entry way

9. CARPETING QUALITY

HIGHLY ADVANTAGEOUS	<ul style="list-style-type: none"> • Easily maintained, excellent quality for office space
ADVANTAGEOUS	<ul style="list-style-type: none"> • Easily maintained, good quality for office space
NOT ADVANTAGEOUS	<ul style="list-style-type: none"> • Difficult to maintain, poor quality for office
UNACCEPTABLE	<ul style="list-style-type: none"> • Carpeting or Hardwood floors in poor condition

10. 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

11. POWER, PHONE, DATA CABLING

HIGHLY ADVANTAGEOUS	All areas have or will existing power, phone and data cabling for all classrooms and office spaces.
ADVANTAGEOUS	Only perimeter walls have or will have power, phone and data cabling
NOT ADVANTAGEOUS	Less than 50% of the area has or will have existing power, phone and data cabling for all employee workstations.
UNACCEPTABLE	Extension cords or exposed wires/cables

SECTION VIII. 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 IX. 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.**

SECTION X. SUBMISSION REQUIREMENTS

Interested firms must submit the following information based on the scope of work and selection criteria outlined in earlier sections before **Monday, June 12, 2017 at 11:00 am.** .

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 01, 2017 for staff, August 29, 2017 for students.
- 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.

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 (Exhibit C)

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 (Exhibit D). Please include a list of clients lost during the last 18 months including a contact person and telephone number.

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 CLASSROOM 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.

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.



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

**EXHIBIT C - LANDLORD'S BENEFICIAL INTEREST
DISCLOSURE STATEMENT**

**RFP 17-88: LEASE OF CLASSROOM SPACE FOR
LPS CENTRAL OFFICES**

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: _____



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

EXHIBIT D – REFERENCE FORM
RFP 17-88
LEASE OF CLASSROOM SPACE FOR LPS CENTRAL OFFICES

As per Section E, Proposal Submission Requirements:

Reference #1

Name: _____

Address: _____

Contact Number: _____

Reference #2

Name: _____

Address: _____

Contact Number: _____

Reference #3

Name: _____

Address: _____

Contact Number: _____



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

Cost Proposal Form (page 1 of 2)

RFP 17-88

LEASE OF CLASSROOM 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 May 10, 2017 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.

City of Lowell, Purchasing Department

City Hall, 375 Merrimack Street, Room 60, Lowell, Massachusetts 01852

Cost Proposal Form (page 2 of 2)

RFP 17-88

LEASE OF CLASSROOM SPACE FOR LPS CENTRAL OFFICES

CONTRACT PRICE – for the August 01, 2017

PROPOSED MONTHLY RENT PAYMENTS

For August 01, 2017 to July 31, 2018

Monthly Rent Payment is \$ _____

The proposed Total Price is \$ _____

(_____)

in words (monthly rent times 36)

Monthly Rent Payment is \$ _____

Option Year One - For July 01, 2018 to June 30, 2019

Monthly Rent Payment is \$ _____

Option Year Two - For July 01, 2019 to June 30, 2020

PROPOSER INFORMATION

Name of Bidder: _____

Address: _____

Telephone: _____

Email: _____

Date: _____



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

ACKNOWLEDGEMENT OF ADDENDA

**RFP 17-88: LEASE OF CLASSROOM SPACE
FOR THE LOWELL PUBLIC SCHOOLS**

The Bidder acknowledges all addenda.

ADDENDA NUMBER

DATE ISSUED
