

Town of Oxford
Request for Proposals
Office and Storage Space

Proposals must be received in
the Town Manager's Office
by 2:30 pm on January 4, 2010

**TOWN OF OXFORD REQUEST FOR PROPOSALS
Office and Storage Space**

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REQUEST FOR PROPOSALS
Office Space Acquisition – Lease

The Town of Oxford Massachusetts is seeking proposals from qualified individuals (including partnerships, corporations, trusts, or other legal entities) to provide office space on a lease basis. The Town is looking to acquire, by lease agreement, 3,500 to 4,000 square feet of office and storage space in close proximity (less than ½ mile) to the Town Hall which is located at 325 Main Street. It is also important that the space be near the Town's I-net which is located along Main Street. It is important that the space be fully accessible in a building that meets all local, state and federal codes.

Detailed specifications and proposal forms are available from the Town Manager's Office and the Town's website (<http://www.town.oxford.ma.us>). Proposals shall be submitted in the form specified in a sealed envelope clearly labeled "**PROPOSAL FOR OFFICE SPACE 2010**" to the Town Manager's Office, 325 Main Street, Oxford, MA 01540. The deadline for submission is 2:30 pm on January 4, 2010. Late submissions will not be accepted, although during the evaluation process, the Town reserves the right to request additional information or clarification from proposers, or to allow correction of errors or omissions.

If any addenda are issued for the Request for Proposals, a good faith effort will be made to deliver a copy to each of those potential proposers who, according to Town records, have previously received a copy of this RFP. However, it shall be the sole responsibility of those offering proposals to contact the Town Manager's Office prior to submitting their proposal to determine whether any addenda or clarifications have been issued.

The Town reserves the right to accept or reject any or all proposals and to make an award deemed to be in the best interest of the Town of Oxford.

Any questions can be addressed to the Town Manager, 325 Main Street, Oxford, Massachusetts (508-987-6030).

Joseph M. Zeneski
Town Manager

STATEMENT OF PURPOSE

The Town of Oxford has identified the need for office and storage space in the general vicinity of the Town Hall located at 325 Main Street in the Town of Oxford to support the central office functions of the school department. The Town is issuing this Request for Proposals to determine if there is suitable property that could be used for this purpose. Any property owners who have office and storage space within the Town of Oxford meeting the qualifications and specifications stated below in this Request for Proposals are requested to submit a proposal to the Town Manager for consideration.

SPECIFICATIONS

- 1) In order to assure continued centralized operational functions, the office and storage space shall be located in Oxford within ½ mile of 325 Main Street.
- 2) The space must contain 3,500 to 4,000 square feet of suitable office space, and additional dry storage for both records and equipment.
- 3) The parcel must be able to accommodate parking for a minimum of 15 vehicles or be in close proximity to existing Town owned parking.
- 4) Handicapped access must be available to the office space and accessible bathrooms for men and women must be available on the same floor.
- 5) Electrical, plumbing, and HVAC components must meet the needs of the Town for the proposed use.
- 6) The space and building shall have suitable water supply and sewage disposal for the proposed use to assure uninterrupted use of the space for the full term of the lease.
- 7) The space, building and property must meet all local, state, and federal regulation, code and law applicable to the proposed use of this property by the Town.
- 8) The parcel must have telephone, data (fiber optic connection capability), and cable utility access of commercial grade.
- 9) If there are any easements or right-of-way privileges granted on the property they must be clearly stated in the proposal.
- 10) The space, building and property must not contain any hazardous waste or materials.
- 11) Respondent must be able to meet the time frame described herein.
- 12) The owner must be able to enter 3-year lease and grant a unilateral option to the Town to extend the lease for up to an additional 2 years (separately). All utility costs, except data, must be included in the monthly lease price.

-end of specifications-

GENERAL CONDITIONS

- 1) The successful proposal shall comply with all applicable federal, state, and local laws and regulations related to real estate transactions.
- 2) The Town does not have a real estate broker representing it, but will protect the rights of any brokers who might become involved in this transaction.
- 3) The owner must be able to lease the property without undue restrictions.
- 4) Owner must remain current with all encumbrances, real estate taxes, water bills, and sewer charges.
- 5) Execution of a lease will be subject to the following conditions:
 - a. Approval by the Town of Oxford;
 - b. Possession of all necessary permits for proposed use;
 - c. Satisfactory completion of due diligence by the Owner with respect to the readiness of property for occupancy.
- 6) All proposals must include all forms included within the contents of the RFP and they must be filled out and properly executed. Failure to do so may result in the rejection of the proposal.
- 7) All signatures must be handwritten and in ink by the person(s) authorized to lease the property. All other words or figures on the proposal shall be neatly written in ink or typed. Proposals that are conditional, obscure, or which contain additions not called for in the specifications, erasures, alterations, or irregularities may be rejected.
- 8) The Town reserves the right to reject any or all proposals, to waive technicalities, to advertise for new proposals, and to make awards as may be deemed to be in the best interests of the Town.
- 9) All proposals become property of the Town and the Town reserves the right to disclose any and all information contained in the proposals.
- 10) The Town reserves the right to make an award to an Owner based on criteria other than the lowest price. The Town will consider the overall value of the offer, including both price and non-price considerations.
- 11) The Owner shall be solely responsible for all claims of whatever nature arising out of the rendering of services by the Owner during the term of this proposal and the Owner shall indemnify and hold the Town harmless against the same to the extent permitted by law.
- 12) Selection of the successful Owner shall be made without regard to race, color, sex, age, religion, political affiliation, or national origin.
- 13) The Town reserves the right to conduct site visits to verify the information provided in the proposals and to perform detailed evaluations of the property proposed.

- 14) The Town reserves the right to request additional information from any and all respondents to this solicitation if it is deemed necessary in order to identify the most advantageous proposal.
- 15) Prior to opening of the proposals, any person(s) wishing to make changes, to correct, modify, or withdraw their proposal that has already been submitted, must submit a request in writing in order to receive their proposal.
- 16) Any questions concerning this RFP may be submitted in writing to Joseph M. Zeneski, Town Manager, 325 Main Street, Oxford, MA 01540. Questions must be received at least seven (7) days before the deadline for submission of proposals.
- 17) The timeline for occupancy is August 1, 2010. The Town reserves the right to alter the timeline to suit its needs and to modify its requirements within the limits allowed by law.

-end of general conditions-

PRICE

The Town is interested in securing the property at the lowest responsible price. However, the Town reserves the right to make an award to an Owner based on criteria other than the lowest price. The Town will consider the overall value of the offer, including both price and non-price considerations.

EVALUATION CRITERIA

Proposals will be evaluated based upon Minimum and Comparative Criteria. The Town will offer to lease the property from the Owner who submits the most advantageous proposal based on consideration of specified Minimum and Comparative Criteria.

Minimum Criteria: Each Owner must meet all of the following criteria in order to be considered for further evaluation.

- Owner must meet all of the Specifications as outlined herein.
- Owner must have clear and marketable title and be able to lease it to the Town.
- Owner must submit all required forms properly filled out and executed.
- Owner must submit all required explanations and documentation.

Comparative Criteria: The following Comparative Criteria will be applied to those Owners who meet the Minimum Criteria listed above. Owners that do not meet the Minimum Criteria will be judged ineligible and rejected. The Town will consider the following Comparative Criteria and evaluate each proposal based on the preferences listed below:

A. Space

Advantageous: the space is conveniently arranged to provide private office space, public meeting space and suitable circulation and communication among the various offices and functions

Non-advantageous: the space does not provide private office space, public meeting space and suitable circulation and communication among the various offices and functions

B. Building

Advantageous: the building was specifically designed or rebuilt for office use to provide adequate ventilation and utility access

Non-advantageous: the building was not specifically designed or rebuilt for office use

C. Property

Advantageous: the property provides adequate parking or is located in close proximity of existing Town owned parking

Non-advantageous: the property does not provide adequate parking and existing Town owned parking is located at an inconvenient distance

D. Location

Advantageous: within 0.5 mile of 325 Main Street

Non-advantageous: more than 0.5 mile of 325 Main Street

F. Utilities

Advantageous: the property provides easy access to the Town's I-net, telephone and electric utilities

Non-advantageous: the property does not provide easy access to the Town's I-net, telephone and electric utilities

G. Suitability

Advantageous: the space, building and property are in conformance with all local, state and federal laws and regulations

Non-advantageous: use of the space, building and property will require variances from local, state or federal regulations

SUBMISSION REQUIREMENTS

1. Information Form
2. Price proposal properly filled out and executed.
3. Plans
4. Tax compliance/Non-collusion Forms properly filled out and executed
5. Disclosure of Beneficial Interests in Real Property Transaction fully executed

**Proposals must be received in
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by 2:30 pm on January 4, 2010**

PROPOSAL TO PROVIDE OFFICE SPACE

INFORMATION FORM

- 1) Property location _____
- 2) Distance from 325 Main Street _____
- 3) Total Square Footage available _____
- 4) Number of parking spaces available _____ Distance from Town owned parking _____
- 5) Tax Map, Block, and Lot Number: Map _____ Block _____ Lot _____
- 6) Utilities already adjacent to the Property boundary: (Yes or No)

Public Water	_____
Public Sewer	_____
Electrical Power	_____
Telephone Lines	_____
Cable Access	_____
Town's I-net	_____
- 7) How is the property zoned? _____
- 8) Is the property within the 100 year flood boundary? _____
- 9) Any Oxford Regulations & By-Laws, which will restrict the use of the property? _____
If yes, please explain _____
- 10) Are there any right-of-way privileges benefiting the property? _____
If yes, please attach detailed explanation
- 11) Are there any right-of-way privileges burdening the property? _____
If yes, please attach detailed explanation
- 12) Is the parcel suitable for office use? _____
If not, you must attach a plan and a timetable to make the parcel suitable and ready prior to the acceptance of the proposal.
- 13) Include a Site Map.

14) Any history of the release or disposal of any oil or other hazardous materials on the property?

If yes, please attach detailed explanation

15) Current owner(s) name(s): _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

16) This proposal includes addenda(s) numbered _____

Signed: _____

Date: _____

Printed Name of Above _____

PROPOSAL TO PROVIDE OFFICE SPACE

PRICE PROPOSAL

The property previously described on the information form is offered for lease to the Town of Oxford for \$_____ per square foot for Office Space and \$_____ per square foot for Storage Space

This price includes the property, with all amenities required by this proposal, making it suitable.

Signed: _____ Date: _____

Printed Name of above _____

Disclosure of Beneficial Interest in Real Property Transaction

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

1) Public agency involved in this transaction: _____
(Name of Jurisdiction)

2) Complete legal description of the property:

3) Type of Transaction: Lease Sale

4) Owner(s): _____

Purchaser(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 stock holders must also be listed except that, if the stock of the corporation is 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 on next page)

- 5) (continued) None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts or is an employee of the Division of Capital Asset Management except as noted below:

Name	Title or Position
_____	_____
_____	_____

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

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

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

Signature: _____

Printed Name: _____

Title: _____

Date: _____

TAX COMPLIANCE STATEMENTS

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required by law

_____	_____
Authorized Official's Signature	Title of Person Signing
_____	_____
Typed or Printed Name of Person Signing	Company Name
_____	_____
Telephone Number	Address
_____	_____
Fax Number	Address

Date	

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid 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, entity, or group of individuals.

Date: _____	_____
	Authorized Official's Signature

	Typed or Printed Name of Person Signing

	Company or Corporation

Failure to sign these statements will be cause for rejection of the proposal!