

**REQUEST FOR PROPOSAL (RFP)**

**WESTCOMM  
REAL ESTATE ACQUISITION**

**RFP Solicitation for WESTCOMM**  
**facilitated by:**

**Town of Longmeadow, Purchasing Department**

**March 12, 2020**

**REQUEST FOR PROPOSAL (RFP)**  
**WESTCOMM REAL PROPERTY ACQUISITION**

WESTCOMM (Western Massachusetts Emergency Communications District), a regional emergency communications center currently located within the Chicopee public safety complex is seeking proposals for the purchase of a commercial building with land and parking lot. The property must be available for purchase. Exclusive lease only options will not be considered. Minimum requirements of the purchase are included in the RFP document.

The RFP solicitation process is being facilitated by the Town of Longmeadow Purchasing Department. Complete specifications and RFP packet is available from the Town of Longmeadow, Purchasing Department, Attn: Chad Thompson- Procurement Manager, 735 Longmeadow Street, Suite 101, Longmeadow, MA 01106, [cthompson@longmeadow.org](mailto:cthompson@longmeadow.org) , Phone: 413-565-4185. Proposal documents are available during standard business hours, Monday – Thursday 8am to 4:30pm, and 8am to noon on Fridays. Proposal documents may also be obtained at no charge at [www.longmeadow.org](http://www.longmeadow.org) , select ‘Government’, then ‘Purchasing’ Department, then select the link labeled ‘Bids & RFPs’, then ‘Bid & RFP Finder’ to access documents. Proposers are encouraged to contact Chad Thompson to request to be added to the proposal bid list and for all inquiries and questions. Others not registered for the proposal bid list will be responsible for monitoring the website for the issuance of notices and addenda. Failure to acknowledge the receipt of addenda may result in a proposal rejection.

Proposals submissions should be delivered to the Longmeadow Purchasing Department only and will be accepted until the proposal deadline of Thursday, April 16, 2020 at 11:00am. Late proposals will be rejected. Following the proposal deadline, a public opening will immediately follow in the auditorium located within the same building. Proposal submissions should include six (6) copies of the proposal submission. The District anticipates a monthly lease with exclusive option to purchase within six months of Notice of Award, or exclusive option to purchase within six months, subject to successful completion of a purchase agreement. Notice of Award intent will follow within forty-five (45) days of the latest issued Request for Proposal Deadline.

Proposals will be evaluated and awarded according to Massachusetts General Law, Chapter 30B, Section 16, as amended. The Awarding Authority of WESTCOMM acting through its Board of Directors reserves the right to reject any or all proposals, waive minor informalities, and to award a contract in the best interest of WESTCOMM.

**AVAILABILITY OF RFP DOCUMENTS:**

RFP documents and specifications are in development. When they become available it will be posted online through the Longmeadow Purchasing Department bid listing service which is accessible online as posted in the legal notice. Those that register with the Longmeadow Purchasing Department will be emailed the RFP and issued addenda.

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