

ADDENDUM NO.3

FOR

**REQUEST FOR PROPOSAL (RFP)
DOCUMENT**

**WESTCOMM
REAL PROPERTY ACQUISITION**

RFP Solicitation for WESTCOMM

facilitated by:

Town of Longmeadow, Purchasing Department

April 29, 2020

REVISED PER ADDENDUM NO.3:

I. MODIFICATION TO BUILDING SPECIFICATION, MINIMUM REQUIREMENTS

Revise line item four documented in the previous Addendum No.2, regarding utility access minimum requirement so it states:

“4. Utility Access: Public water or well water, public sewer or septic system, electric, gas or heating oil furnace system, phone, and internet.”

II. REVISION TO THE SECTION I OF THE RFP - SCOPE AND SPECIFICATIONS

Replace section I of the Scope and Specification section supplied with RFP Addendum No.2 on page 4. In its place insert the revised scope and specifications. The revised sections below are in ***bold italic***.

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 real property consisting of a commercial building with land and parking lot. Exclusive lease only options will not be considered. WESTCOMM, referred to in this RFP as the ‘District’, will consider one of the following for the purchase of real property:

- The completion of a purchase agreement with outright purchase for transfer of deed, OR
- ***A thirty-six (36) month lease with exclusive option for WESTCOMM (the Lessor) to purchase anytime within the term of the lease at the pre-established price documented by the Proposer on the Proposal Submission Forms as the ‘Sale Price’. The goal for WESTCOMM is proceed with real property purchase and transfer of deed as soon as funding can be secured. Upon WESTCOMM (the Lessor) initiation to the Lessee that they are ready to proceed with purchase, both parties agree to work together for timely facilitation of closing process for the transfer of deed to WESTCOMM. Upon the date of deed transfer and purchase by WESTCOMM, all lease terms and remaining monthly payment obligations will terminate. Regarding lease payments, they will be paid monthly in equal monthly installments and will not be deducted from the ‘Sale Price’ supplied by the proposer on their Proposal Submission Form.***

Proposals must include a narrative describing bidder’s ability to meet each specification listed below and include specific examples, no submission will be considered if it does not comply with the above format. The narrative must include the total square footage of the building, the total square footage of the land and parking lot. The narrative must also disclose the following:

- Any and all unreleased mortgages, liens, encumbrances and easements on the property;
- Any and all environmental conditions on the property, including but not limited to underground oil/fuel storage tanks, etc.
- Any and all overdue and unpaid taxes and City of Chicopee charges, which must be satisfied before the acquisition of the property by the District.

No submission will be considered if it does not comply with the above format and the requirements of this RFP.

All proposers must submit one (1) original and five (5) bound copies of their proposal submission.

III. REVISED PROPOSAL SUBMISSION FORMS

Utilize the proposal submission forms supplied with this addendum. The revised Proposal Submission Forms include a monthly lease price field and acknowledges the receipt of Addendum No.3.

**WESTCOMM REAL
PROPERTY ACQUISITION**

**PROPOSAL SUBMISSION
FORMS (1 of 6)**

Due to closure of buildings due to the pandemic and lack of building access, in person drop-off of proposal submissions cannot be accommodated. Proposers should submit sealed proposals delivered by mail (USPS, UPS, FedEx, etc.) to the following address:

Town of Longmeadow
Purchasing Dept-Chad Thompson
34 Williams Street
Longmeadow, MA 01106,

Proposers should allow adequate time for mailing. Proposals will be accepted until the revised proposal deadline of Wednesday, May 6, 2020 at 1:30PM. Late proposals not received by the proposal deadline will be rejected. Emailed proposals will not be accepted. Following the proposal deadline, a public opening will immediately follow at 2:00pm facilitated remotely through Zoom (See page 2 & 3 for Zoom access instructions).

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID.

This Proposal is submitted by: _____
(Company Name)

ADDRESS: _____

PHONE: _____

EMAIL: _____

1 2 3

I acknowledge receipt of addenda numbered: _____, _____, _____, _____, _____

PRICING SUPPLY PRICING FOR BOTH- 1) THE 'SALE PRICE' FOR TRANSFER OF DEED TO WESTCOMM; AND 2) THE MONTHLY LEASE PAYMENT AMOUNT IN THE EVENT WESTCOMM CHOOSES A 36 MONTH LEASE WE SOLE OPTION FOR PURCHASE AT THE 'SALE PRICE':

SALE PRICE: \$ _____, the WESTCOMM purchase price.

MONTHLY LEASE PRICE: \$ _____ PER MONTH

Signature of Authorized Signer: _____

Printed Name and Title of Authorized signer: _____

**PROPOSAL SUBMISSION
FORMS (2 of 6)**

INFORMATION ABOUT THE PROPERTY FOR SALE:

Answer the following questions regarding the building and property:

1. Property Location/ Address: _____
2. Supply the Chicopee assessor's parcel ID: _____
3. Copy of the current deed (Supply)
 - a. Owner(s) Name: _____
 - b. Owner(s) mailing address _____
4. Are there any leases in existence with the real estate? **YES**____, **NO** ____
 - a. If yes, have you supplied the lease details? **YES**____, **NO** ____
5. Total gross square footage of the building space: _____ **Square Feet**
6. Circle which utilities listed below is available at the building:
Public water or well water, public sewer or septic system, electric, gas or heating oil
furnace system, phone, and internet, other: _____
7. The paved parking lot has how many parking spaces available? _____ **Parking Spaces**
8. Is the building multi-level of office space: **YES** _____, **NO** _____
If yes, is there an elevator? _____
9. How many multi-stall restroom facilities are in the building? _____
(For example one female restroom facility room with four stalls= one restroom facility)
10. Is the building a single occupancy building with no attached tenants? **YES**____, **NO**____
11. How many amps is the building electrical? _____ **Amps**
12. Have you submitted in information requested that is listed under RFP section 'SITE
PLAN'? **YES**_____, **NO**_____
13. How many acres of land comes with the property? _____ **Acres**
14. Which of the following options is available to the District for the purchase of the property
for sale?
 - a. Outright purchase, transfer of deed. **YES**_____, **NO**_____
 - b. Monthly lease with exclusive option to purchase. **YES**_____, **NO**_____

For purchase Option b, what is the monthly lease price for a lease
commitment up to six months: \$ _____ **per month**

**PROPOSAL SUBMISSION
FORMS (3 of 6)
Certificate of Non-Collusion**

The undersigned certified under penalties of perjury that this bid or 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 Business

Date

THIS FORM MUST BE SIGNED & RETURNED WITH YOUR BID OFFER. FAILURE
TO SUBMIT THIS FORM IS CAUSE FOR IMMEDIATE REJECTION.

Statement of Tax Compliance

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 under law.

Countersignature of Individual or
Corporate Name (mandatory)

By: Corporate Officer (mandatory)

**Social Security No. or Federal Identification No.

*Approval of a contract or other Agreement will not be granted unless this certification clause is signed by the applicant.

**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 M.G.L. Chapter 62C, Section 49A.

**PROPOSAL SUBMISSION
FORMS (4 of 6)**

CERTIFICATE OF AUTHORITY

(Corporations and Limited Liability Companies only should complete this form)

At a duly authorized meeting of the Board of Directors of the

_____ held on _____ it was VOTED that
(Name of Corporation or Limited Liability Company) (Date)

(Name)

(Officer)

of this company, be and hereby is authorized to execute contracts and bonds in the name and on behalf of said company, and affix its seal hereto; and such execution of any contract or obligation in this company's name on its behalf by such officer under seal, shall be valid and binding upon this company.

I hereby certify that I am the clerk, manager or member-manager of the above named corporation or limited liability company and that _____ is the duly elected manager or officer as above of said company, and that the above vote has not been amended or rescinded and remains in full force and effect as the date of this contract.

Date

(Clerk, Manager or Member-Manager)

Seal

**PROPOSAL SUBMISSION
FORMS (5 of 6)**

**DISCLOSURE STATEMENT
ACQUISITION OR DISPOSITION OF REAL PROPERTY**

For acquisition or disposition of Real Property by _____ the undersigned does hereby state, for the purposes of disclosure pursuant to Massachusetts **General** Laws, Chapter 7, section 40J, of a transaction relating to real property as follows:

- (1) REAL PROPERTY DESCRIPTION:
- (2) TYPE OF TRANSACTION:
- (3) SELLER or LESSOR:
- (4) BUYER or LESSEE.
- (5) Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above:

<u>NAME</u>	<u>RESIDENCE</u>
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- (6) None of the above mentioned persons is an employee of the Division of Capital Asset Management or an official elected to public office in the Commonwealth except as listed below.
- (7) This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named above. If this form is signed on behalf of a corporation or other legal entity, it must be signed by a duly authorized officer of that corporation or legal entity. The undersigned acknowledges that any changes or additions to items 3 and or 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 and Maintenance 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:	_____

PROPOSAL SUBMISSION
FORMS (6 of 6)

Proposals shall be typewritten or written in ink on the enclosed forms. Officials of Corporations shall designate their official titles. Partners or Sole Owners shall so state, giving names of all interested Parties. Bid must be submitted in a sealed container and shall be guaranteed for sixty (60) days

Submission Requirement Checklist

- _____ Request for Proposal Submission Forms completed & signed (6 pages)
- _____ Supply a W-9 Form
- _____ One (1) Original and Five (5) Copies of the Complete Proposal
- _____ All responses as required by the bid documents (listed on Submission Form Pg 2 of 6)
- _____ Acknowledge Receipt of all addenda if issued

END – Addendum No.3