



TOWN OF WESTFORD
CONSERVATION COMMISSION
TOWN HALL
55 Main Street
Westford, Massachusetts 01886

REQUEST FOR PROPOSALS

**TO LICENSE FOR DAY CAMP OPERATIONS
A PORTION OF THE EAST BOSTON CAMPS PROPERTY
OWNED BY THE TOWN OF WESTFORD**

The Town of Westford invites proposals from persons ("offerors") interested in entering into a license agreement with the Town and to operate, pursuant to that license agreement, a day camp on a portion of the so-called East Boston Camps property located off Depot Road in Westford. The property in question is under the care, custody and control of the Westford Conservation Commission. The portion of the East Boston Camps property that is to be the subject of the license agreement is that portion commonly referred to as the "Boy's Camp" (the "Property"). The day camp will run for the months of July and August 2010.

The Town's Request for Proposals ("RFP") may be obtained at the Conservation Commission Office, Westford Highway Facility, 28 North St., Westford, MA (978-692-5524). The RFP will be available on December 30, 2009 (Monday – Friday, 8:00 A.M. – 4:00 P.M.) to 12:00 Noon, February 1, 2010, which is the deadline by which proposals must be received by the Town. The Town reserves the right to waive informalities in the proposals, and to reject any proposal, or all proposals, if it is determined that such rejection is in the best interest of the Town. Proposals will be evaluated by the Conservation Commission. The Westford Board of Selectmen will approve any License for day camp operations at the East Boston Camps property.

All offerors are required to attend a pre-proposal conference at 10:00 A.M. on January 22, 2010. The conference will be held in the Police Training Room, Westford Police Department, 53 Main Street, Westford, MA, at which time offerors will have the ability to submit written questions to the Town and tour the property. Attendance at the conference is mandatory.

Sealed proposals must be submitted no later than 12:00 Noon, February 1, 2010 to the Conservation Commission, Westford Highway Facility, 28 North St., Westford, Massachusetts 01886, at which time they will be publicly opened.