



**TOWN OF WESTFORD
OFFICE OF THE TOWN MANAGER
TOWN HALL
55 MAIN STREET
WESTFORD, MASSACHUSETTS 01886
Tel: 978-692-5501 Fax: 978-399-2557**

March 12, 2010

Addendum #1 - Responses to Questions on RFP to Lease Town Owned Property RFP#2010-100

1. There is a discrepancy between some of the terms of the RFP and the draft lease which was attached.

The RFP states the requirements for the proposals, as agreed to by the Board of Selectmen. All terms outlined in the RFP should be the basis for your proposals. The lease is simply a draft with the terms and language to be finalized once the contract is awarded.

2. The general description of the grounds at 170 Plain Road includes the basketball and tennis courts.

These are not included in the premises to be leased, and remain under the control of the Westford Parks and Recreation department.

3. Should financial data be included in the technical proposal.

Yes. Only price proposal should be in a separately sealed envelope.

4. What improvements will the town be making to the buildings?

At this point the town has not committed to making any improvements to the buildings involved in this RFP.