

# **Town of Westford Disposition of Graniteville Fire Station**

## **TOWN OF WESTFORD Town Manager's Office**

### **REQUEST FOR PROPOSALS (RFP)**

#### **Sale of 54 Broadway Street Former Graniteville Fire Station**

**Proposals Due: January 26, 2015 by 11:00 A.M.**

#### **1. REQUEST FOR PROPOSALS**

The Town of Westford (the "Town"), acting by and through its Board of Selectmen (the "Board"), is offering for sale, through the Request for Proposal ("RFP") process in accordance with Massachusetts General Laws Chapter 30B, a parcel of land, comprising .25 acres, more or less, located at 54 Broadway Street, Westford, containing a former fire station, shown on Assessor Parcel 062 0030 0000 (the "Premises") and described in a deed recorded in the Middlesex North Registry of Deeds in Book 1045, Page 411. The Premises are shown on a plan attached to this RFP as Exhibit A and incorporated herein. Further information on the Premises is set forth in Section 3 of this RFP.

The purpose of this RFP is to facilitate the selection of a proposer who demonstrates the qualifications and capacity necessary to (a) best effectuate the terms and conditions of the purchase, as set forth in Section 8 of this RFP, and (b) best meet the Evaluation Criteria described in Section 6.

While the Board believes that the information provided in this RFP, including all exhibits and addenda, if any, is accurate, the Town makes no representation or warranty, express or implied, as to the accuracy and completeness of the information in this RFP. The proposer assumes all risk in connection with the use of the information, and releases the Town, the Board, their representatives, agents, boards and commissions, from any liability in connection with the use of the information provided by the Town. Further, the Board makes no representation or warranty with respect to the Premises, including without limitation, the value, quality or character of the Premises or its fitness or suitability for any particular use and/or the physical and environmental condition of the Premises. The Premises will be sold in "AS IS" condition.

Each proposer shall undertake its own review and analysis (due diligence) concerning the physical and environmental condition of the Premises, applicable zoning and other land use laws, required permits and approvals, and other development, ownership, and legal considerations pertaining to the Premises, and the use of the Premises.

Proposals are due at the Office of the Town Manager at Westford Town Hall, 55 Main Street, Westford, Massachusetts 01886 by 11:00 a.m. EST on January 26, 2015. The Submission Requirements are set forth in Section 5, the Selection Process in Section 7. All costs and expenses of purchasing and developing the Premises, including without limitation, all costs of permitting and improvements, shall be the sole responsibility of the successful proposer.

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No proposer may withdraw its proposal for a period of one hundred fifty (150) days after the due date for submission of the proposals to the Town.

The Town reserves the right to reject any and all proposals, to negotiate any and all non-mandatory contract terms with the successful proposer, or to cancel this procurement at any time if it is in the Town's best interest to do so.

The successful proposer must be prepared to enter into a purchase and sale agreement, substantially similar to the Purchase and Sale Agreement attached hereto as Exhibit B and incorporated herein (the "P&S") within thirty (30) days from the date acceptance of the offer for purchase of the Premises is awarded to the proposer. The terms and conditions applicable to the sale of the Premises are more fully set forth in Section 8 and Exhibit B.

### **2. DESCRIPTION OF PREMISES**

The Premises consist of the Town-owned property located at 54 Broadway Street, containing approximately .25 acres, and shown on Assessor Parcel 062 0030 0000.

The Town requests the submission of proposals for the purchase and redevelopment of a former fire station located at 54 Broadway Street, Westford, Massachusetts. This site consists of the vacant former firehouse and land, both of which are currently owned by the Town of Westford. The land has approximately 60 feet of frontage along Broadway Street. The building, built in 1946, is comprised of approximately 2,520 sq. ft. The prior use of the building included 1,260 sq. ft. of garage space and 1,260 sq. ft. of office space on the second floor. The building was historically used as a volunteer fire substation. It was most recently used as an office building for the Westford Recreation Department. The site represents an excellent residential opportunity in the center of the Graniteville neighborhood as it abuts and is in the middle of other residential properties.

It is believed that the subsurface sewage disposal system currently serving the Premises may not comply with the requirements of Title 5 of the State Environmental Code. The successful proposer agrees to purchase the Premises "AS IS" with respect to the subsurface sewage disposal system (the "System"). The Premises is conveyed subject to the condition that the successful proposer shall upgrade the System, to be compliant with Title 5 of the State Environmental Code, and further, the successful applicant shall comply with any and all rules and regulations of the Massachusetts Department of Environmental Protection and the Westford Board of Health applicable to the Premises. The Town assumes no liability and makes no warranties for the System.

### **3. RULES FOR AWARD**

The Town is seeking bidders who will convert the building to a residential property, while maintaining the look and feel of a 1950s period Fire House. Although not a registered historical building, this Fire Station is a landmark in Graniteville village and is located in an historic district. The Town expects respondents to respect the existing land-uses and architecture of the

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surrounding area when submitting proposals. The most advantageous proposal from a responsive and responsible proposer, taking into consideration all evaluation criteria set forth in the solicitation, will be selected.

### 4. PROPOSAL PROCESS AND SCHEDULE OF EVENTS

A. Availability of RFP Packages. The RFP will be available on the town website [www.westfordma.gov/rfp](http://www.westfordma.gov/rfp) or at the Office of the Town Manager at Westford Town Hall, 55 Main Street, Westford, Massachusetts, between the hours of 8:00 a.m. and 4:00 p.m. on Monday through Fridays (excluding holidays).

B. Pre-Submittal Meeting and Site Visit. Interested parties will have the opportunity to attend a pre-submittal meeting on January 9, 2015 at 10:00 a.m. at 54 Broadway Street, Westford, Massachusetts, at which time Town representatives will review the materials included in this RFP and respond to questions about the Premises, the selection process and related issues. Town representatives will then conduct a walkthrough of the Premises for interested parties. Interested parties may, on a separate date, arrange to conduct an inspection of the Premises under conditions acceptable to the Town. Proposers are advised to do their own due diligence, and neither the Town nor any of its agents or representatives is responsible for representations made regarding the Premises at the pre-submittal meeting and site visit.

Deadline for Submission of Questions. Written responses will be provided to requests for clarification or interpretation of the meaning of the provisions of this RFP that are submitted in writing to and received by the Town no later than 4:00 p.m. on Monday, January 19, 2015. Responses will be distributed to all parties who have received an RFP and have provided a name, contact information, mailing address and e-mail address to the Town. In the sole discretion of the Town, written responses to questions raised during the view of the Premises or at the pre-submittal meeting will be similarly distributed. The Town is not obligated, in any way, to waive RFP requirements, or create exceptions, for proposers who choose not to attend the pre-submittal meeting/ site view. Questions must be submitted to the Town's procurement e-mail address, [procurement@westfordma.gov](mailto:procurement@westfordma.gov), or in writing to the Office of the Town Manager, Westford Town Hall, 55 Main Street, Westford, MA 01886, with "Questions - Town of Westford Disposition of Graniteville Fire Station" clearly marked on the outside.

Submission Deadline. Sealed proposals must be received at the Office of the Town Manager at Westford Town Hall, 55 Main Street, Westford, MA 01886, **by 11:00 a.m. EST on January 26, 2015.** Late, faxed or e-mailed proposals will not be accepted. The front page of the proposal package must be clearly marked with the words "Town of Westford Disposition of Graniteville Fire Station."

Opening of Proposals. All proposals shall be opened, and shall become public, by the Town Manager, at the Office of the Town Manager at Westford Town Hall, 55 Main Street, Westford, MA at 11:00 a.m. EST on January 26, 2015.

C. Withdrawal; Effectiveness. Proposals may be withdrawn upon written request to the Town prior to the submission deadline. Proposals shall not be modified, amended or

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withdrawn for a period of one hundred and fifty (150) days from the submission deadline, or prior to June 14, 2015.

D. Town Meeting Approval: The sale of Town-owned property requires Town Meeting approval. The Town anticipates that a warrant article related to the sale of this property will be included on the warrant for the Annual Town Meeting held on March 28, 2015.

### E. Summary of RFP Schedule

<b>Activity</b>	<b>Date</b>
Posted in Central Register and advertised	12/24/2014
Pre-Submittal Meeting and Site Visit	01/09/2015
Deadline for Questions/Inquiries	01/19/2015
Response to RFP Due at Town Hall	01/26/2015
Opening of Responses, 11:00 a.m, Westford Town Hall, 55 Main Street, Westford, MA 01886	01/26/2015
Proposals Must Remain Open Until	06/14/2015
Annual Town Meeting	03/28/2015

## **5. SUBMISSION REQUIREMENTS**

Parties interested in responding to this RFP are invited to submit a proposal in accordance with the following terms and conditions. With submission of a response to this RFP, the proposer acknowledges that he or she has read and understands the requirements and conditions herein.

Each proposer shall submit five (5) paper copies of the proposal (one of which shall be the original), complete with all supporting materials, to the Office of the Town Manager, Westford Town Hall, 55 Main Street, Westford, MA 01886, no later than January 26, 2015 by 11:00 a.m. EST, marked “ Town of Westford Disposition of Graniteville Fire Station.”

Responses to the RFP must include all required documents, completed, and signed per the instructions and attached forms included in this RFP package. Electronically mailed (e-mailed) and faxed proposals will not be accepted and will be deemed non-responsive and will not be evaluated. No proposals submitted after the above-referenced deadline will be accepted.

All proposals must include the following materials:

A. Cover Letter. A letter signed by the proposer, or, if the proposer is an entity, a principal(s) of the proposer who is authorized to submit its RFP response, including a statement of interest, the identity of the proposer, and name of the purchaser of the Premises (if other than proposer), and the name, address and contact information of all interested parties.

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B. Price Proposal. Proposers must insert the price offered for the Premises by filling in the blank spaces in the Price Proposal Form attached hereto in both words and figures (form attached).

C. Development Plan; Closing Date. Each proposer must submit a narrative on the proposer's proposed use of the Premises in consideration of Section 6.B subsection 2 "Use of Property." Proposers must also identify a proposed closing date, following the March 28, 2015 Annual Town Meeting.

D. Site Plan. Proposers must include a site plan which identifies landscaping and any material changes to the layout of the building, driveways or property.

E. Historic Preservation Plan. Proposers must include a Historic Preservation Plan which outlines how the applicant will address Subsection 6.B.3 "Preservation of Historic Features."

F. Energy Efficiency Plan. Proposers must include an Energy Efficiency Plan which outlines how the applicant will address Subsection 6.B.6 "Energy Efficiency and Sustainability."

G. Proposal Security. Proposal security in the form of a certified check or cashier's check payable to the "Town of Westford" in the amount of \$5,000.00 must accompany the proposal package. The proposal security of parties not selected will be returned within a reasonable time after the date of an award. Proposal packages which fail to include security, or those of responding parties who fail to provide the aforementioned security by the submission deadline, will be rejected as non-responsive. In the event that the successful proposer and the Town fail to enter into a P&S within thirty (30) days of the date of the award, the Town shall retain the proposal security. Otherwise, the proposal security shall be credited towards the purchase price.

H. Forms 1 through 4. Proposers are required to fill out and sign Forms 1 through 4 attached hereto:

- *Form 1, Certificate of Non-Collusion*: required under G.L. c.30B, §10, in which the proposer states that the proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal, signed and dated by the proposer.
- *Form 2, Certificate of Tax Compliance*: required under G.L. c.62C, §49A, in which the proposer certifies that he or she has complied with all laws of the Commonwealth of Massachusetts relating to taxes.
- *Form 3, Certificate of Authority*: in which the proposer, if an entity, identifies the names and addresses of the managers, directors, officers, and/or other parties authorized to act on behalf of the entity.

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- *Form 4, Real Property Disclosure Statement*: required under G.L. c.7C, §38, in which the proposer identifies the parties having an interest in the Premises and whether any such party is a state or local employee.

I. Financing Information and, if applicable, Loan Commitment. Each proposer must provide evidence of the proposer's ability to meet the financial obligations of the proposed acquisition and renovation of the Premises, not contingent upon the sale of another property. Financial statements and background information must be attached to the proposal. If a proposer intends to purchase and renovate the Premises with a purchase money mortgage, the proposer must specify how much is to be borrowed and submit, *in its proposal package*, a pre-approval letter from an institutional lender acknowledging that the proposer has sufficient financial resources to obtain a loan commitment, subject to prevailing terms and conditions. *The proposer must deliver a firm letter of commitment to the Town within thirty (30) days from the date the parties enter into a Purchase and Sale Agreement.*

J. Other. The proposer should include in this section any other information which the proposer believes the Town should know in order to fully evaluate the proposal, or any special conditions to the proposal. If a proposal is missing any of the required materials, or the required materials are combined, in Section 5, categories A – J, the Town reserves the right to evaluate the proposal if, in the sole discretion of the Town, the overall proposal is responsive to the evaluation criteria and required material. For example, a proposal will not necessarily be discarded if the Site Plan and Development Plan are submitted as one document, assuming that all of the required information is still included.

### Additional Instructions

1. If any changes are made to this RFP, an addendum will be issued. Each addendum will be mailed or faxed to all persons on record as having requested the RFP. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from the obligation to comply with the terms of such addenda. All addenda so issued shall become part of this RFP.
2. At the time of the opening of bids each proposer will be presumed to have inspected the Premises and to have read and be thoroughly familiar with the RFP (including all addenda). The failure or omission of any proposer to examine any form, instrument, or document shall in no way relieve any proposer from any obligation to comply with the RFP.
3. Proposers are cautioned that it is the responsibility of each individual proposer to assure that his/her proposal is in the possession of the responsible official or a designated alternate prior to the stated time and at the place of proposal by the due date. The Town is not responsible for proposals delayed by mail and/or delivery service of any nature. Late responses will not be accepted nor will additional time be granted to individual respondents unless the Town extends the required submittal date for all proposers.
4. Proposals may be corrected, modified, or withdrawn prior to the deadline for submission of proposals by submitting the required number of copies of such

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- correction, modification, withdrawal or a new submission, clearly marked on the outside envelope with the appropriate heading, by the deadline listed above.
5. Proposals cannot be withdrawn, modified or amended for a period of one hundred fifty (150) days from the acceptance of the proposal.
  6. All signatures must be handwritten and in ink by the person(s) seeking to purchase the Premises. All other words and figures submitted 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, alteration, or irregularities may be rejected.
  7. All proposals become the property of the Town. All proposals are deemed to be public records, excluding financial supporting documentation, within the meaning of Massachusetts General Laws Chapter 4, Section 7(26).
  8. The Town will not be liable for any costs incurred by any respondents in the preparation and presentation of responses to this RFP or in the participation in views, interviews, negotiations or any other aspect of this RFP process.

Failure to meet the submittal requirements may be sufficient cause to reject a proposal. Proposers are solely responsible for reviewing all the provisions of this RFP and any attachments prior to submitting the proposal. Proposals that are incomplete, not properly endorsed, or are otherwise in conflict with the requirements of this RFP, may be rejected.

### **6. EVALUATION CRITERIA**

A. Minimum Evaluation Criteria. All responsive proposals must meet the following minimum threshold criteria:

- Complete conformance to submission requirements A through J set forth in Section 5 “Submission Requirements”.

B. Comparative Evaluation Criteria. Projects meeting the minimum threshold criteria will also be judged on the following comparative evaluation criteria:

#### **(1) Purchase Price**

- A Highly Advantageous rating will be given to a proposal that offers a price that exceeds \$160,000.00.
- An Advantageous rating will be given to a proposal that offers \$120,000-\$159,999.99.
- A Not Advantageous rating will be given to a proposal that offers less than \$120,000.00.

Notwithstanding the foregoing, the Town shall not be required to convey the Premises to the proposer offering the highest price.

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### **(2) Use of Property**

- A Highly Advantageous rating will be given to a proposal that converts the use of the property to a single family, owner-occupied use.
- An Advantageous rating will be given to a proposal that converts the use of the property to a single family use, non owner-occupied use.
- A Less Advantageous rating will be given to a proposal that converts the use of the property to a multi-family use, or a non-residential non-profit use. Non-profit is defined as a 501(c)(3) or comparable organization.
- A Not Advantageous rating will be given to a proposal that converts the use of the property to a commercial or mixed use residential and commercial use.

### **(3) Preservation of Historic Features**

- A Highly Advantageous rating will be given to a proposal that, in the judgment of the evaluators, presents a plan in which the proposer demonstrates the most ability to preserve the historic and architectural features of the Premises. This includes ensuring that the facade remains intact. Modifications such as faux overhead doors with standard door entry would be allowed. The look and feel of wooden overhead doors must be preserved on the Broadway Street (front) side of the building. The entire property should be appropriately landscaped.
- An Advantageous rating will be given to a proposal that, in the judgment of the evaluators, presents a plan that addresses some, but not all, of the elements set forth in the first paragraph of this Subsection 6.B.3.
- A Not Advantageous rating will be given to a proposal that, in the judgment of the evaluators, presents a plan that addresses few or none of the elements set forth in the first paragraph of this Subsection 6.B.3.

### **(4) Financial Resources**

- A Highly Advantageous rating will be given to a proposal that is not contingent on financial approval for the purchase and/or development of the Premises and the proposer has demonstrable funds to purchase the Premises.
- An Advantageous rating will be given to a proposal that is contingent on financial approval, but the proposer has provided a firm commitment from an institutional mortgagee to purchase and renovate the Premises for the offered price.

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- A Not Advantageous rating will be given to a proposal that is contingent on financial approval, and the proposer has not provided a firm commitment from an institutional mortgagee to purchase and renovate the Premises for the offered price.

### **(5) Ability to Proceed**

- A Highly Advantageous rating will be given to a proposal that contains minimal contingencies to closing, and the parties are able to complete the transaction promptly from the date the parties enter into a P&S.
- An Advantageous rating will be given to a proposal that contains contingencies to closing, but which can be reasonably satisfied, and the parties are able to complete the transaction, within a reasonable period of time after the date the parties enter into the P&S.
- A Not Advantageous rating will be given to a proposal which is contingent on the satisfaction of contingencies that cannot reasonably be satisfied within a reasonable period of time after the date the parties enter into the P&S.

### **(6) Energy Efficiency and Sustainability**

- A Highly Advantageous rating will be given to a proposal that contains techniques to lessen the environmental impact of the project and result in a development that will be efficient to operate, require fewer resources to renovate and maintain and that will protect the health and well-being of the building's occupants. The proposal contains a commitment to use only energy efficient heating & cooling equipment, water heaters, appliances, lighting & fans, and building products.
- An Advantageous rating will be given to a proposal that, in the judgment of the evaluators, presents a plan that addresses some, but not all, of the elements set forth in the first paragraph of this Subsection 6.B.6.
- A Not Advantageous rating will be given to a proposal that, in the judgment of the evaluators, presents a plan that addresses few or none of the elements set forth in the first paragraph of this Subsection 6.B.6.

After evaluating a proposal on the foregoing factors, the evaluators will provide an overall ranking for the proposal as compared to other proposals. Evaluation criteria will be rated according to the table marked "Exhibit C". Each evaluation criterion has a corresponding point value. The "Use of Property" criteria have the highest point value associated with each advantageous rating.

A proposal which achieves "Highly Advantageous" and/or "Advantageous" rankings in several categories will not necessarily be disqualified simply because it received a "Not

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Advantageous” ranking in one or more other categories if, in the judgment of the evaluators, the proposal on the whole is “Advantageous” or “Highly Advantageous”, and if the proposal meets all minimum evaluation criteria requirements. Any notice of award, however, could be contingent upon the potential proposer and the evaluators mitigating any “Not Advantageous” criterion ranking prior to the execution of the P&S.

### **7. SELECTION PROCESS**

A. All proposals submitted by the proposal filing deadline set forth under Section 4 above will be opened at 11:00 a.m. EST on January 26, 2015, in public and recorded. All information contained in the proposals is public, excluding financial supporting documentation.

B. Each proposer must include sufficient supporting material to allow a meaningful and comprehensive evaluation of its proposal. The Town reserves the right to disqualify any proposal or response due to insufficient supporting or explanatory information, or to request additional supporting information. The Town may request additional information of one or more respondents relative to a proposal or qualifications. Requests shall be in writing with the expectation of a written response within a specified time.

C. Following the receipt of any additional information requested of the proposers by the Town, if any, proposals will be evaluated and rated by the Town according to the comparative evaluation criteria set forth in this RFP. The Town will select the most advantageous proposal, taking into consideration all of the evaluation criteria set forth in this RFP.

D. The proposer selected by the Town will be given exclusive rights to negotiate with the Town the terms of the purchase and development of the Premises. If, at any time, such negotiations are not proceeding to the satisfaction of the Town, in its reasonable discretion, then the Town may choose to terminate said negotiations. The Town may select another proposer with whom to initiate negotiations.

E. The selected proposer and the Town shall enter into the P&S within thirty (30) days from the date the proposer is notified of the award.

### **8. AWARD, TERMS AND CONDITIONS OF SALE**

The Premises shall be awarded to the proposer selected in accordance with Section 7 above. The Town shall send a letter to the successful proposer, informing the proposer of such award.

The Town and the selected proposer (referred to as “Buyer”) shall, within thirty (30) days of date of the award, enter into a purchase and sale agreement **substantially similar** to the Purchase and Sale Agreement attached hereto as Exhibit B and incorporated herein (the “P&S”). In the event the successful proposer fails to enter into the P&S with the Town within said thirty (30) day period, the Town may rescind the award and retain any proposal security as liquidated damages.

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The P&S shall contain, in addition to the usual provisions, the following terms:

A. At time of execution of the P&S, Buyer shall pay a deposit, which, including the \$5,000.00 proposal security paid with the submission of the proposal, will equal ten percent (10%) of the purchase price. The deposit submitted by Buyer shall be held in escrow by the Treasurer of the Town of Westford in a non-interest bearing account, and shall be duly accounted for at the time for performance of this Agreement. In the event that Buyer fails to fulfill its obligation to purchase the Premises, the Town shall retain the deposit as liquidated damages. In the event of any disagreement between the parties, the Treasurer may retain all deposits made under the P&S pending instructions mutually given by the Town and Buyer.

B. If the acquisition of the Premises is financed by a lending institution, Buyer must deliver a firm letter of commitment to the Town within thirty (30) days from the date of the P&S.

C. No broker's commission shall be paid by the Town, and Buyer shall indemnify and hold harmless the Town from any claims for such commission.

D. A payment in lieu of taxes shall be paid in accordance with G.L. c.44, §63A as of the day of performance of the P&S and the net amount thereof shall be added to the purchase price payable by Buyer at the time of delivery of the deed.

E. Buyer shall pay the monetary consideration for the Premises by certified, treasurer's, or bank check or by wire transfer.

F. Buyer acknowledges that Buyer has not been influenced to enter into this transaction and that Buyer has not relied upon any warranties or representations not set forth in this P&S. Buyer represents and warrants that it will accept the Premises "AS IS", provided however Buyer shall have the right to terminate this P&S if Buyer finds Hazardous Materials on the Premises in amounts required to be reported to the Department of Environmental Protection. Buyer acknowledges that the Town has no responsibility for hazardous waste, oil, hazardous material or hazardous substances, as those terms are defined by any applicable law, rule or regulation, including, without limitation, the Massachusetts Oil and Hazardous Materials Release Prevention and Response Act, M.G. L. c. 21E, the Massachusetts Hazardous Waste Management Act, M.G.L. c. 21C, the Comprehensive Environmental Response, Compensation and Liability Act, as amended, 42 U.S.C. §§ 9601 et seq. and the Resource Conservation and Recovery Act, as amended, 42 U.S.C. §§ 6901 et seq. (herein collectively referred to as "Hazardous Materials") on, in, under or emitting from the Premises or for any other condition or defect on the Premises. The provisions of this Section shall survive delivery of the deed

G. In the event that the Town defaults under the P&S, Buyer shall be entitled to terminate the P&S, and receive a refund of the deposit. The foregoing shall be Buyer's sole and exclusive remedy at law and equity for any breach of the P&S by the Town.

H. The purchase of the Premises shall not be contingent on the sale of any other property.

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I. The closing shall occur within ninety (90) days from the date on which the P&S is signed by the Town and Buyer, or within such further time as the Town and Buyer shall agree.

J. The Town's obligation to close shall be contingent upon approval of the sale of the Premises at Town Meeting.

K. The Town reserves the right, in its sole discretion, to require a performance bond, land development agreement, or similar means of ensuring that the renovations or construction described in a Proposer's RFP is completed within a reasonable time period.

### **9. RESERVATIONS BY THE TOWN**

A. This RFP does not represent any obligation or agreement whatsoever on the part of the Town to sell the Premises described in this RFP.

B. The Town reserves the right, in its sole discretion, to reject at any time any or all proposals, to withdraw the RFP, to select finalists to submit and negotiate a more fully-developed response, to negotiate with one or more applicants, and/or negotiate and dispose of the Premises on terms that are not materially different from those set forth herein. The Town also reserves the right, at any time, to waive strict compliance with the terms and conditions of this RFP or to entertain reasonable modifications or additions to selected proposals provided the same are not materially different from the terms set forth herein.

C. The Town makes no representations or warranties, express or implied, as to the accuracy and/or completeness of the information provided in this RFP. This RFP (including all attachments and supplements) is made subject to errors, omissions, prior sale, or financing, withdrawal without prior notice, and changes to, additions to, and different interpretations of laws and regulations.

D. Selection of a proposer's proposal will not create any rights on the proposer's part, including, without limitation, rights of enforcement, equity or reimbursement, until the P&S and all related documents are approved by the Town and fully executed.

E. All determinations as to the completeness or compliance of any proposals, or as to the eligibility or qualification of any proposer, will be within the sole discretion of the Town.

### **10. Disclosures**

A. The owner of the property located at 3-5 Cross Street, a property abutting 54 Broadway Street, has publicly stated that they believe they have limited rights to access and use a portion of a driveway installed on the 54 Broadway Street property. They have also requested that the town grant them an easement for use of a portion of the 54 Broadway Street property. At this time, the town has not granted an easement to any abutters of 54 Broadway Street for use of the driveway or any other portion of the property.

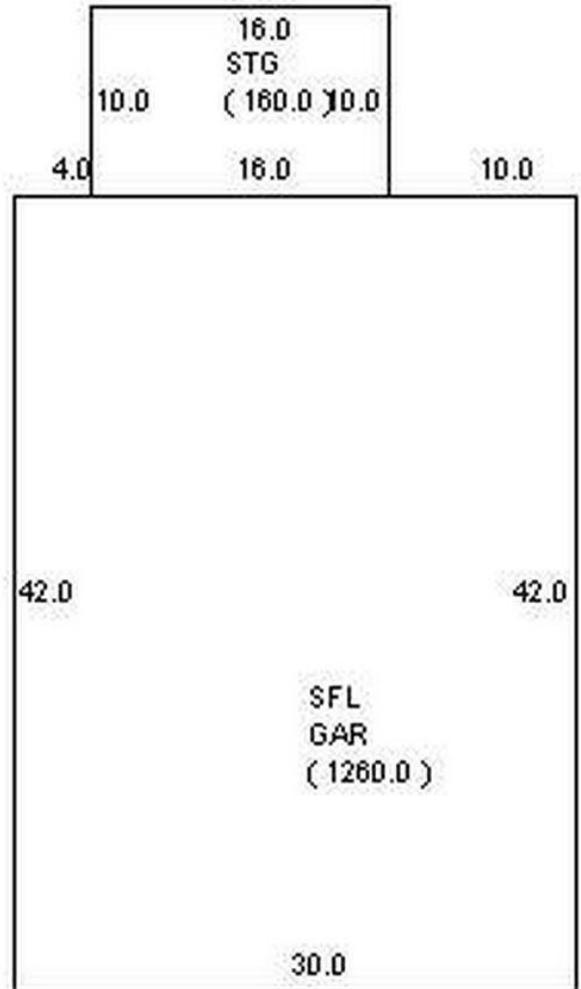
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**TOWN OF WESTFORD**

**REQUEST FOR PROPOSALS (RFP)**

**Town of Westford Disposition of Graniteville Fire Station**

**EXHIBIT A**



**Town of Westford Disposition of Graniteville Fire Station**

**TOWN OF WESTFORD**

**REQUEST FOR PROPOSALS (RFP)**

**Town of Westford Disposition of Graniteville Fire Station**

**EXHIBIT B**

**PURCHASE AND SALE AGREEMENT**

1. Information and Definitions

(a) DATE OF AGREEMENT: \_\_\_\_\_, 2015.

(b) PREMISES: A parcel of land, with any improvements located thereon, consisting of approximately .25 acres, located at 54 Broadway Street, being Assessor's Parcel 062 0030 0000 (the "Premises") and described in a deed recorded with the Middlesex North Registry of Deeds in Book 1045, Page 411.

(c) SELLER: Town of Westford, acting by and through its Board of Selectmen

Address: Westford Town Hall, 55 Main Street, Westford, MA 01886

Seller's Attorney: Katharine Lord Klein, Esq.

Address: Kopelman and Paige, P.C., 101 Arch Street, Boston, MA 02110

Phone: (617) 556-0007 Fax: (617) 654-1735

(d) BUYER:

Address:

Buyer's Attorney:

Address:

Phone: Fax:

(f) CLOSING DATE: \_\_\_\_\_, at Noon.  
Time is of the essence.

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(g) PLACE: Middlesex North Registry of Deeds, or a closing by mail, at Seller’s election.

(h) TITLE: Quitclaim Deed

2. COVENANT. Seller agrees to sell and Buyer agrees to buy the Premises upon the terms hereinafter set forth.

3. BUILDINGS, STRUCTURES, IMPROVEMENTS, FIXTURES. Included in the sale as a part of said Premises are the buildings, structures improvements now thereon, and the fixtures belonging to the Seller.

4. TITLE DEED. Said Premises are to be conveyed by a quitclaim deed running to Buyer, and said deed shall convey a good and clear record and marketable title thereto, free from encumbrances, except:

- (a) Provisions of existing building and zoning laws;
- (b) Existing rights and obligations in party walls which are not the subject of written agreement;
- (c) Such taxes for the then current year as are not due and payable on the date of the delivery of such deed;
- (d) Any liens for municipal betterments assessed after the date of this Agreement; and
- (e) Easements, restrictions and reservations of record, if any.

3. PURCHASE PRICE. The agreed purchase price for said Premises is \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), of which:

\$ 5,000.00	was paid upon Buyer’s on _____, 2015 as proposal security;
\$	shall be paid today which, together with the proposal security of \$5,000.00, shall constitute 10% of the Purchase Price for the Premises, and together shall be the deposit under this Agreement; and
\$	are to be paid at the time of delivery of the deed by certified, or bank check or by wire transfer, at Seller’s discretion
_____	
\$	TOTAL

6. PLAN. If Buyer desires a plan of the Premises, Buyer shall, at its sole cost and expense, prepare a survey plan in form adequate for recording or registration.

7. POSSESSION AND DELIVERY OF PREMISES. Full possession of said Premises free of all tenants and occupants, except as herein provided, is to be delivered at the time of the delivery of the deed, said Premises to be then (a) in the same condition as they now are, reasonable use and wear thereof and damage by casualty excepted, and (b) in compliance with provisions of any instrument referred to in Section 4 hereof. Buyer shall be entitled

## **Town of Westford Disposition of Graniteville Fire Station**

personally to inspect said Premises prior to the delivery of the deed in order to determine whether the condition thereof complies with the terms of this Section.

8. EXTENSION TO PERFECT TITLE OR MAKE PREMISES CONFORM. If Seller shall be unable to give title or to make conveyance, or to deliver possession of the Premises, all as herein stipulated, or if at the time of the delivery of the deed the Premises do not conform with the provisions hereof, then any payments made under this Agreement shall be forthwith refunded and all other obligations of the parties hereto shall cease and this Agreement shall be void without recourse to the parties hereto, unless Seller elects, in its sole discretion, to use reasonable efforts to remove any defects in title, or to deliver possession as provided herein, or to make the said Premises conform to the provisions hereof, as the case may be, in which event Seller shall give written notice thereof to Buyer at or before the time for performance hereunder. In no event, however, shall reasonable efforts require Seller to expend more than \$500, including attorneys' fees. Seller's obligations hereunder are subject to the availability and appropriation of funds to fulfill Seller's obligations.

9. FAILURE TO PERFECT TITLE OR MAKE PREMISES CONFORM. If at the expiration of the extended time Seller shall have failed so to remove any defects in title, deliver possession, or make the Premises conform, as the case may be, all as herein agreed, then any payments made under this Agreement shall be forthwith refunded and all other obligations of the parties hereto shall cease and this Agreement shall be void without recourse to the parties hereto.

10. BUYER'S ELECTION TO ACCEPT TITLE. Buyer shall have the election, at either the original or any extended time for performance, to accept such title as Seller can deliver to the said Premises in their then condition and to pay therefore the purchase price, without deduction, in which case Seller shall convey such title.

11. USE OF MONEY TO CLEAR TITLE. To enable Seller to make conveyance as herein provided, Seller may, at the time of delivery of the deed, use the purchase money or any portion thereof to clear the title of any or all encumbrances or interests, provided that all instruments so procured are recorded in accordance with customary Massachusetts conveyancing practices.

12. ACCEPTANCE OF DEED. The acceptance of a deed by Buyer shall be deemed to be a full performance and discharge of every agreement and obligation herein contained or expressed, except such as are, by the terms hereof, to be performed after the delivery of said deed.

13. ADJUSTMENTS. A payment in lieu of taxes shall be paid in accordance with G.L. c. 44, §63A, as of the day of performance of this Agreement and the net amount thereof shall be added to the purchase price payable by Buyer at the time of delivery of the deed.

14. DEPOSIT. All deposits made hereunder shall be held in escrow by the Treasurer of the Town of Westford as escrow agent, in a non-interest bearing account, subject to the terms of this Agreement and shall be duly accounted for at the time for performance of this Agreement.

## **Town of Westford Disposition of Graniteville Fire Station**

In the event of any disagreement between the parties, the escrow agent may retain all deposits made under this Agreement pending instructions mutually given by Seller and Buyer.

15. BUYER'S DEFAULT; DAMAGES. If Buyer shall fail to fulfill Buyer's agreements herein, all deposits made hereunder by Buyer shall be retained by Seller as Seller's sole and exclusive remedy at law and equity for Buyer's breach of this Agreement. The parties acknowledge and agree that Seller has no adequate remedy in the event of Buyer's default under this Agreement because it is impossible to exactly calculate the damages which would accrue to Seller in such event. Therefore, acknowledging this fact, the parties agree that: (i) the deposit hereunder is the best estimate of such damages which would accrue to Seller in the event of Buyer's default, (ii) said deposit represents damages and not a penalty against Buyer, and (iii) the parties have been afforded the opportunity to consult an attorney with regard to the provisions of this Section.

16. LIABILITY OF SHAREHOLDER, TRUSTEE, FIDUCIARY. If Seller or Buyer executes this Agreement in a representative or fiduciary capacity, only the principal or the estate represented shall be bound, and neither Seller or Buyer so executing, nor any shareholder or beneficiary of any trust, shall be personally liable for any obligation, express or implied, hereunder.

17. BROKERS. Buyer represents and warrants to the Seller that Buyer has not contacted any real estate broker in connection with this transaction and was not directed to the other as a result of any services or facilities of any real estate broker. Buyer agrees to defend and indemnify the other against and hold the other harmless from any claim, loss, damage, costs or liabilities for any brokerage commission or fee which may be asserted against the Seller by any broker in connection with this transaction. The provisions of this Section shall survive the delivery of the deed.

18. CONTINGENCIES. The obligations of the parties are contingent upon the satisfaction of each of the following conditions:

(a) Buyer shall have complied with the disclosure provisions of G.L. c.7C, §38, and Seller and Buyer agree to diligently pursue full compliance with said statute. Seller shall prepare and file all required statements;

(b) Compliance with the provisions of G.L. c.30B, §16;

(c) Seller obtaining a favorable vote of Westford Town Meeting, authorizing the disposition of the Premises on such terms and conditions that comply with the agreement between Seller and Buyer as set forth herein;

(d) Compliance with any other requirements of the Massachusetts General or Special Laws relative to the sale of property by Seller.

19. AFFIDAVITS. At the time of delivery of the deed, Seller shall execute and deliver all the usual and customary affidavits required by Buyer's attorney or Buyer's lender's

## **Town of Westford Disposition of Graniteville Fire Station**

attorney, including but not limited to a statement under oath to any title insurance company issuing a policy to Buyer and/or Buyer's mortgagee to the effect that: (1) there are no tenants, lessees or parties in possession of the Premises, except as noted herein, or mechanics liens encumbering the Premises; and (2) that Seller is not a foreign person subject to the withholding provisions of the Internal Revenue Code of 1986, as amended (FIRPTA).

20. HAZARDOUS MATERIALS. Buyer acknowledges that Buyer has not been influenced to enter into this transaction and that Buyer has not relied upon any warranties or representations not set forth in this Agreement. Buyer represents and warrants that it or its agents have conducted a full inspection of the Premises, and based upon Buyer's investigation, Buyer is aware of the condition of the Premises and will accept the Premises "AS IS", subject to Buyer's right to terminate this Agreement under Section 21. Buyer acknowledges that Seller has no responsibility for hazardous waste, oil, hazardous material or hazardous substances, as those terms are defined by any applicable law, rule or regulation, including, without limitation, the Massachusetts Oil and Hazardous Materials Release Prevention and Response Act, M.G. L. c. 21E, the Massachusetts Hazardous Waste Management Act, M.G.L. c. 21C, the Comprehensive Environmental Response, Compensation and Liability Act, as amended, 42 U.S.C. §§ 9601 et seq. and the Resource Conservation and Recovery Act, as amended, 42 U.S.C. §§ 6901 et seq. (herein collectively referred to as "Hazardous Materials") on, in, under or emitting from the Premises or for any other condition or defect on the Premises, and shall defend, indemnify and hold harmless Seller from any and all losses, damages, costs, claims, fines, expenses and liabilities relating to said Hazardous Materials. The provisions of this Section shall survive delivery of the deed.

21. CONDITION OF PREMISES. Seller agrees to deliver the Premises at the time of delivery of Seller's deed in a condition substantially similar to its condition at the time of the signing of this Agreement, removing all of Seller's personal property therefrom which is not being sold to Buyer, or left for its benefit, as consented to by it. Until the delivery of the deed, Seller shall maintain insurance on the Premises as presently insured.

22. CASUALTY; CONDEMNATION. Notwithstanding anything herein to the contrary, in the event that all or a substantial part of the Premises is damaged or destroyed by fire, vandalism or other casualty (and such fire, vandalism or other casualty is not the result of the negligence of Buyer, or its agents, employees, contractors and invitees), or in the event of a taking of all or substantially all of the Premises by eminent domain by an entity other than Seller, Seller or Buyer, may, at its option, terminate this Agreement, whereupon all deposits made by Buyer under this Agreement shall be returned. "Substantial part" shall be defined as that portion of the Premises which if damaged or taken by eminent domain would materially and adversely affect the use of the Premises for the purposes set forth herein.

23. ASSIGNMENT. Buyer shall not assign this Agreement or any of its rights hereunder without prior written consent of Seller, which may be withheld in Seller's sole and absolute discretion.

24. TITLE OR PRACTICE STANDARDS. Any matter or practice arising under or relating to this Agreement which is the subject of a title standard or a practice standard of the

## Town of Westford Disposition of Graniteville Fire Station

Massachusetts Real Estate Bar Association at the time for delivery of the deed shall be covered by said title standard or practice standard to the extent applicable.

25. CLOSING. The deed and other documents required by this Agreement are to be delivered and the Purchase Price paid at the Date and Time of Closing and at the Place of Closing. Unless the Closing takes place at the appropriate Registry of Deeds, all documents and funds are to be delivered in escrow subject to prompt rundown of title and recording, which term shall include registration in the case of registered land.

26. BUYER'S WARRANTIES. Buyer hereby represents and warrants:

- (a) This Agreement and all documents to be executed by Buyer and delivered to Buyer at the closing are, or at the time of the closing will be, duly authorized, executed and delivered by Buyer.
- (b) Buyer hereby acknowledges and agrees that, except for the representations and warranties of Seller expressly set forth in this Agreement, Buyer has not relied upon nor been induced by any representations, warranties, guarantees, promises or statements, whether written or oral, express or implied, or whether made by Seller or any employee or representative of Seller.

27. NOTICE. Any notice required or permitted to be given under this Agreement shall be in writing and signed by the party or the party's attorney or agent and shall be deemed to have been given: (a) when delivered by hand, or (b) when sent by Federal Express or other similar courier service, or (c) when mailed by certified mail, return receipt requested, or (d) confirmed facsimile transmission (provided such facsimile notice is promptly followed by other acceptable means of sending notice), addressed in the case of:

Seller: Board of Selectmen  
c/o Office of Town Manager  
Westford Town Hall  
55 Main Street  
Westford, MA 01886

With a copy to: Katharine Lord Klein, Esq.  
Kopelman and Paige, P.C  
101 Arch Street  
Boston, MA 02110  
Telephone: (617) 556-0007  
Facsimile: (617) 654-1735  
Email: kklein@k-plaw.com

In the case of Buyer:

With a copy to:

## **Town of Westford Disposition of Graniteville Fire Station**

By such notice, either party may notify the other of a new address, in which case such new address shall be employed for all subsequent deliveries and mailings.

28. SELLER DEFAULT. In the event that Seller defaults under this Agreement, Buyer shall be entitled to terminate this Agreement and receive a refund of the deposit. The foregoing shall be Buyer's sole and exclusive remedy at law and in equity for any breach of this Agreement by Seller.

29. POST CLOSING COMPLIANCE AND ADJUSTMENTS. If any errors or omissions are found to have occurred in any calculations or figures used in the settlement statement signed by the parties (or would have been included if not for any such error or omission) and notice hereof is given within six (6) months of the date of the delivery of the deed to the party to be charged, then such party agrees to make a payment to correct the error or omission. This provision shall survive delivery of the Deed.

30. EXTENSIONS. Buyer and Seller hereby authorize their respective attorneys (as the case may be) to execute on their behalf any extensions to the time for performance and any change of location and/or time for delivery of the deed. Buyer and Seller shall be able to rely upon the signature of said attorneys as binding unless they have actual knowledge before the execution or other consent to such extensions, that either party has disclaimed the authority granted herein to bind them. For purposes of this Agreement, facsimile signatures shall be construed as original.

31. CONSTRUCTION. This instrument is to take effect as a sealed instrument, sets forth the entire contract between the parties, is binding upon and inures to the benefit of the parties hereto and their respective heirs, devisees, executors, administrators, successors and assigns, and may be canceled, modified or amended only by a written instrument executed by both Seller and Buyer. If two or more persons are named herein as Buyer their obligations hereunder shall be joint and several. The captions and marginal notes are used only as a matter of convenience and are not to be considered a part of this Agreement or to be used in determining the intent of the parties to it.

32. GOVERNING LAW. This Agreement shall be governed exclusively by the provisions of the laws of the Commonwealth of Massachusetts, and any actions, suits or other claims pertaining or relating to this Agreement shall be brought within the courts of Massachusetts.

33. SEPTIC SYSTEM. The subsurface sewage disposal system currently serving the Premises may not comply with the requirements of Title 5 of the State Environmental Code. The Buyer agrees to purchase the Premises "AS IS" with respect to the subsurface sewage disposal system. The Premises is conveyed subject to the condition that the Buyer shall upgrade the sewage disposal system to be compliant with Title 5 of the State Environmental Code, and further shall comply with any and all rules and regulations of the Massachusetts Department of

**Town of Westford Disposition of Graniteville Fire Station**

Environmental Protection and the Westford Board of Health applicable to the Premises. The provisions of this Section shall survive delivery of the deed.

[signature page follows]

**Town of Westford Disposition of Graniteville Fire Station**

In Witness Whereof, the parties sign this Agreement under seal as of this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**SELLER:**

**BUYER:**

TOWN OF WESTFORD,  
By its Board of Selectmen

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Name:  
Title:

**Town of Westford Disposition of Graniteville Fire Station**

**TOWN OF WESTFORD**

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**Town of Westford Disposition of Graniteville Fire Station**

**EXHIBIT C**

Evaluation Criteria Rating Scale

<b>Evaluation Criteria</b>	<b>Rating</b>	<b>Points</b>	<b>Name of Proposer:</b>
Minimum Evaluation Criteria	(Y/N)	-	
Purchase Price	Highly Advantageous	5	
	Advantageous	3	
	Not Advantageous	1	
Use of Property	Highly Advantageous	10	
	Advantageous	5	
	Less Advantageous	2	
	Not Advantageous	1	
Preservation of Historic Features	Highly Advantageous	5	
	Advantageous	3	
	Not Advantageous	1	
Financial Resources	Highly Advantageous	5	
	Advantageous	3	
	Not Advantageous	1	
Ability to proceed	Highly Advantageous	5	
	Advantageous	3	
	Not Advantageous	1	
Energy Efficiency and Sustainability	Highly Advantageous	5	
	Advantageous	3	
	Not Advantageous	1	
	Total	-	

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**Town of Westford Disposition of Graniteville Fire Station**

**PRICE PROPOSAL FORM**

**PRICE**

*Please write your proposal offer:*

---

Print/Type your proposal amount above in written form

---

Print/Type your proposal amount above in number form

***Note:** Both the written form and the number form should indicate the same total amount. If there is a conflict between the written form and the number form amounts, the written form will control.*

---

Name of proposer

---

Name of person signing proposal

---

Signature of person signing proposal

---

Date

---

Title

---

Address

512132/WSFD/0129

**(Note: This form must be included in the proposal submission)**

**Town of Westford Disposition of Graniteville Fire Station**

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***FORM 1***

**Certificate of Tax Compliance**

Pursuant to Chapter 62C, §49A(b) of the Massachusetts General Laws, I,

\_\_\_\_\_, authorized signatory for  
(Name)

\_\_\_\_\_, do hereby certify under the pains and  
(Name of Proposer)

penalties of perjury that said proposer has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Date: \_\_\_\_\_

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**(Note: This form must be included in the proposal submission)**

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***FORM 2***

**Certificate of Non-Collusion**

The undersigned certifies under the pains and 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.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Date: \_\_\_\_\_

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**FORM 3**

**CERTIFICATE OF AUTHORITY**

Give full names and residences of all persons and parties interested in the foregoing proposal:

(Notice: Give first and last name in full; in case of a corporation, give names of President and Treasurer; in case of a limited liability company, give names of the individual members, and, if applicable, the names of all managers; in case of a partnership or a limited partnership, all partners, general and limited and; in case of a trust, all the trustees)

NAME	ADDRESS	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Kindly furnish the following information regarding the Respondent:

**IF A PROPRIETORSHIP**

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Home: \_\_\_\_\_

**IF A PARTNERSHIP**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Names and Addresses of Partners

PARTNER NAME	ADDRESS	ZIP CODE
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**Town of Westford Disposition of Graniteville Fire Station**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IF A CORPORATION OR A LIMITED LIABILITY COMPANY**

Full Legal Name: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Principal Place of Business: \_\_\_\_\_

Qualified in Massachusetts:        Yes \_\_\_\_\_        No \_\_\_\_\_

Place of Business in Massachusetts: \_\_\_\_\_

**IF A TRUST**

Full Legal Name: \_\_\_\_\_

Recording Information: \_\_\_\_\_

State of Formation: \_\_\_\_\_

Full names and address of all trustees:

NAME	ADDRESS	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Date: \_\_\_\_\_

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**FORM 4**

**DISCLOSURE STATEMENT FOR  
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY  
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

The undersigned party to a real property transaction with a public agency hereby discloses and certifies, under pains and penalties of perjury, the following information as required by law:

(1) Real Property:

(2) Type of Transaction, Agreement, or Document:

Conveyance by Town of Westford (Deed)

(3) Public Agency Participating in Transaction:

Town of Westford, acting by and through its Board of Selectmen

(4) Disclosing Party's Name and Type of Entity (if not an individual):

(5) Role of Disclosing Party (Check appropriate role):

\_\_\_\_ Lessor/Landlord \_\_\_\_ Lessee/Tenant

\_\_\_\_ Seller/Grantor  X  Buyer/Grantee

\_\_\_\_ Other (Please describe): \_\_\_\_\_

(6) The names and addresses of all persons and individuals who have or will have a direct or indirect beneficial interest in the real property excluding only 1) a stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation or 2) an owner of a time share that has an interest in a leasehold condominium meeting all of the conditions specified in M.G.L. c. 7C, s. 38, are hereby disclosed as follows (attach additional pages if necessary):

## Town of Westford Disposition of Graniteville Fire Station

NAME

RESIDENCE

(7) None of the above- named persons is an employee of the Division of Capital Asset Management and Maintenance or an official elected to public office in the Commonwealth of Massachusetts, except as listed below (insert “none” if none):

None

(8) The individual signing this statement on behalf of the above-named party acknowledges that he/she has read the following provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts:

*No agreement to rent or to sell real property to or to rent or purchase real property from a public agency, and no renewal or extension of such agreement, shall be valid and no payment shall be made to the lessor or seller of such property unless a statement, signed, under the penalties of perjury, has been filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In the case of an agreement to rent property from a public agency where the lessee’s interest is held by the organization of unit owners of a leasehold condominium created under chapter one hundred and eighty-three A, and time-shares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arms length transfer of such time-share made after the rental agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental agreement in case of any change of interest in such property, as provided for above, within thirty days of such change.*

*Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner shall notify the state ethics commission of such names, and shall make copies of any and all disclosure statements received available to the state ethics commission upon request.*

*The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.*

(9) This Disclosure Statement is hereby signed under penalties of perjury.

**Town of Westford Disposition of Graniteville Fire Station**

---

Print Name of Disclosing Party (from Section 4, above)

---

Authorized Signature of Disclosing Party

Date (mm /dd/yyyy)

---

Print Name & Title of Authorized Signer

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**(Note: This form must be included in the proposal submission)**

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**Checklist for Proposers**

(for reference purposes only, does not need to be included with proposal documents)

- 1) Security Deposit
- 2) Cover Letter
- 3) Price Proposal Form
- 4) Development Plan/Closing Date
- 5) Site Plan
- 6) Historic Preservation Plan
- 7) Energy Efficiency Plan
- 8) Form 1: Certificate of Non-Collusion
- 9) Form 2: Certificate of Tax Compliance
- 10) Form 3: Certificate of Authority
- 11) Form 4: Real Property Disclosure