

REQUEST FOR PROPOSALS

TOWN OF WESTFORD

FOR PROVISION OF ATTENDANT AND FACILITIES COORDINATOR At Stony Brook Conservation Lands - EAST BOSTON CAMP sites, WESTFORD, MA

The Town of Westford, Massachusetts invites proposals from qualified individuals or companies to provide Attendant services and Facility coordination “**Coordinator**” at the Town’s East Boston Camps property. The property, located off Depot St. comprises approximately 290 acres, approximately 50 of which are the East Boston Camp sites (EBC). EBC has 32 camp buildings, three public beaches, approximately 1 ½ miles of vehicle accessible roads and over 4 miles of walking trails. The Westford Conservation Commission has care and custody of the property. In cooperation with the Recreation Department, the Conservation Commission licenses and leases portions of the property and buildings for various camp and recreational activities. The Westford Conservation Commission intends to grant a contract for Attendant services and Facility coordination for a period of three years. The “**Coordinator**” shall be required during the term of the contract to perform other tasks as outlined in the request for proposals (RFP).

Separately sealed Price and Non-Price Proposals for Attendant services and Facility coordination will be received no later than **Noon on September 17, 2015** at the Conservation Commission, Town Hall, 55 Main Street, Westford, Massachusetts 01886. Specifications and bid forms may be obtained at the Conservation Commission Office, Town Hall, 55 Main St., Westford, MA, Monday through Friday between 8 a.m. and 4 p.m. starting on August 28th, 2015 or online at www.westfordma.gov/rfp. The Town reserves the right to waive any informalities, to accept or reject, in whole or in part any or all bids, or take whatever other action may be deemed to be in the best interest of the Town. The Westford Board of Selectmen is the awarding authority for this contract.