

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

ADDENDUM TO TOWN OF WESTFORD REQUEST FOR PROPOSALS TO LEASE FOR  
CAMP OPERATIONS A PORTION OF THE EAST BOSTON CAMPS PROPERTY OWNED  
BY THE TOWN OF WESTFORD

RFP ISSUED: DECEMBER, 2012

ADDENDUM DATED: January 18, 2013

TO: Prospective Offerors, Request for Proposals, Lease of a Portion of East Boston  
Camps for Camp Operation

RE: Response to Submitted Questions

Questions regarding the Request for Proposals for lease of a portion of East Boston Camps for a camp operation were submitted at the pre-proposal meeting on Friday, January 11, 2013. The following are responses deemed appropriate:

Questions from The Marcus Lewis Day Camp

Q1: Does the Conservation Commission have any preference whatsoever as to whether or not the property for lease is utilized by either a:

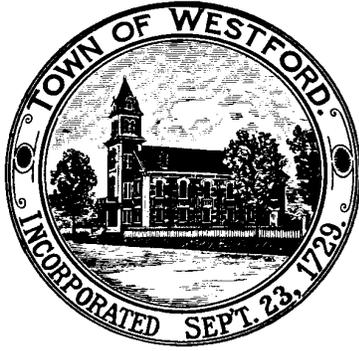
- a. day camp program
- b. residential/overnight program
- c. combination of the two

A: *No preference.*

Q2: The RFP states:

“It is the Conservation Commission’s intention to have the necessary work performed to address these needs before an award of lease is made. The Town reserves the right, for whatever reason, to decline to make such repairs before an award of lease is made, **in which event the Town shall reject all proposals.**”

- a. Is there an estimate for when these repairs will be completed?
- b. According to the language in the last sentence, it appears that all proposals will necessarily be rejected if those repairs are not performed. Is that the case?
- c. If the lease is not awarded until the repairs are complete, this could prolong the process beyond the point at which bidders would be able to wait. Would it be possible



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instead for the Commission to commit to all potential bidders that the work would be done by the start of the first camp session and would therefore not prevent the award of a lease?

*A: It is the Conservation Commission's expectation that the work will be completed in a timely manner to allow a lease to be executed.*

Q3: The Duplex Building appears to be outside of the camp lease area. It was previously discussed as being added at some point. Is it possible that the Duplex will be added to the list of lease buildings later?

*A: The Duplex is not part of the RFP but is available for rental.*

Q4: Would it be possible for the Commission to review the bids in their entirety before a certain date or is this intentionally being left open-ended? If the latter is true, please understand that it makes the planning process more difficult for camp programs.

*A: The Conservation Commission will review bids received at its regularly scheduled meeting of February 13, 2013. The Commission expects to make a decision to award a lease by the end of February.*

Q5: After the bids are fully reviewed, would the Commission consider noting any and all discrepancies that are found with each bid?

*A: The Commission will communicate all discrepancies found with a proposal within its publicly posted meeting and bidders are recommended to attend, or watch the meeting video on Westford Cable Access Television. The Commission reserves the right to resolve minor discrepancies with an offeror in order to maintain a competitive bidding environment in the interest of the Town.*

Q6: In section "D" of the RFP, it states that, "Floor and ceiling tiles in some of the buildings have not been tested for the presence of asbestos." Is this definitely the case? If so, do you have a list of the buildings that have not been tested?

*A: A list of buildings within the lease area that have been tested for asbestos is provided at the end of this Addendum.*

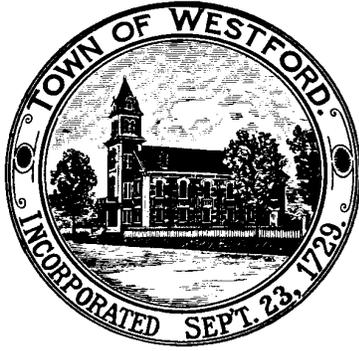


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Q7: Under PROPOSAL SUBMISSION REQUIREMENTS, section MINIMUM REQUIREMENTS, Minimum Requirement # 2, the RFP states that: “The CV of each such person [managers and supervisors] must also have the person’s complete educational and work history.” Would the Commission please specify how complete? Is this referring to only work history that is relevant to the operation of a camp?

*A: As the RFP states, the entire work history is required. A complete CV is required. Camp experience should be emphasized.*

Q8: During this process two years ago, the bid for the Marcus Lewis Day Camp (MLDC) was found “unresponsive” by the Town Manager, Jodi Ross, due to a particular piece of missing information. Ironically, the proposal of a competing program passed her scrutiny without any issue, however that proposal was ultimately found to have had a deficiency as well (2011 RFP, Minimum Requirement #5 – Proposal Must Include a Plan to Attract Low Income Children : “**This plan should include the Offeror’s goal (%) of campers on scholarship.**” Their proposal did not contain a goal percentage of campers on scholarship as indicated under the Minimum Requirements). Following the rejected bid attempt, a dialogue was initiated by the MLDC with the Superintendent of Westford Schools, Bill Olsen, in the hopes of leasing space in one of the school buildings. His reaction seemed initially favorable and the idea of generating revenue from fallow resources appeared to be attractive to him. According to Bill, upon consulting with Jodi Ross, her response was that the MLDC would be harmful to the local recreation program if it were permitted to operate at the school. She further explained that she expected around one million dollars in revenue from the recreation department and that however much the recreation budget appeared to be harmed by the MLDC’s presence, she would look to cover the difference from the school’s budget. Jodi’s position is very disturbing on many levels, but relative to the Request For Proposal, such a statement demonstrates a clear bias against the MLDC that could suggest a potential conflict of interest for her role as the Chief Procurement Officer. The MLDC consulted with the Inspector General’s office (the agency she answers to) and their response was that if there were any “patterns,” “inconsistencies” or apparent “conflicts of interest,” that this would be a concern and the MLDC would be encouraged to file a grievance. In light of the aforementioned details, would the Commission remove Jodi Ross from consideration as a vetting party for this process?



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*A. No. It is not within the authority of the Conservation Commission to remove Jodi Ross from her role as the Town's Chief Procurement Officer. Secondly, we brought this question to her attention and she stated that this is not an accurate representation of her actions or statements made by her relative to the 2011 EBC RFP process.*

Questions from Guard Up, Inc.

Q1: The RFP states that we are required to purchase a freezer. Do we need to supply if we have no intentions of using one?

*A: The freezer at EBC is currently inoperable, and will be removed by the town. The camp operator is not required to install a freezer unless it is needed or required by the operator. If the camp operator installs a freezer, it must meet all applicable regulations of the Westford Health Department.*

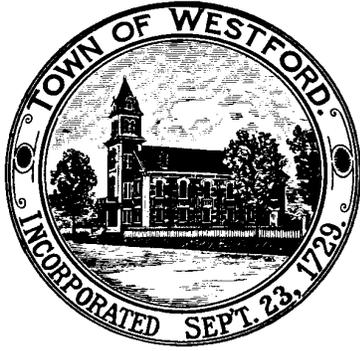
Q2: Who is paying for the removal of the freezer unit if it needs to be discarded?

*A: The town.*

Q3: Insurance Requirements: We cannot provide a true certificate because we will not know our camper attendance at the time. Can we provide something from the insurance agency that will meet your requirements? An estimate of what the cost will be based on "x" number of campers?

*A: It is understood that camp operators do not know at this time what number of campers would attend their programming at EBC. The certificate of insurance provided at least five days prior to the time the lease is signed shall provide coverage for the offeror's minimum number of campers for the camp season. The certificate of insurance shall be amended to reflect the actual number of campers at least five days prior to the beginning of the term of each camp session for each year. The Commission intends to incorporate this requirement into the lease.*

Q4: The Map (page 13) shows the Bath House is not part of lease but water and power supply located in the bath house is necessary for a shower trailer. It is also the easiest access to the septic system. We would also prefer not to have public access to this area due to the power cords and sewage line. Can the camp lines be redrawn to include the bath house?



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*A: If needed, the Bath House area can be located inside the protected zone in effect during the term of the lease only for the purpose of electric and water service connection. This modification would then be reflected in the lease.*

Q5: We would like to have the Duplex included in the lease. Is this possible?

*A: The Duplex is not part of the RFP but is available for rental.*

Q6: Please confirm the wording on Appendix H. It is our understanding that the Town of Westford intends to replace/repair items on the list. It is not the responsibility of the lessee to do this, correct?

*A: Correct. Appendix H is correct with the exception of the freezer, as discussed in the response to Guard Up question #1.*

Q7: There is a sizeable hole in the floor of Sioux Lodge. Can this be added to Appendix H?

*A: Yes, this will be added to Appendix H.*

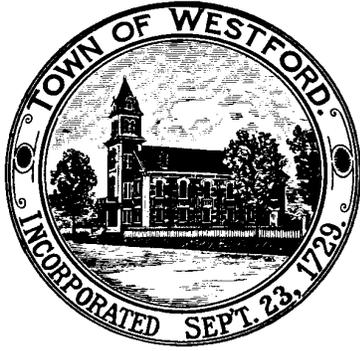
Question from Westford Recreation Department

Q: Regarding Appendix C EBC 2013 Camp Lease: The nine weeks of the lease beginning last full week in June through August. For 2013 last full week in June begins June 23 (Sunday) and nine weeks would end Saturday, August 24. But the lease states "...through August..." Does that mean August 31 and not just the nine weeks? Will the successful Camp Operator be allowed to set up prior to the last week in June? And clean up the last week in August?

*A: Up to a week before and/or after the term of the lease may be made available to the Camp Operator for setup and cleanup subject to the terms of an executed lease.*

Announcements

At the pre-proposal conference, it was announced that respondents to the RFP should not assume that a portable shower trailer can be used on the site. The use of any such facility would be



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subject to all applicable regulations, including those of the Westford Health Department. All inquiries should be provided to the Health Department and to the Plumbing Inspector in the Westford Building Department.

Regarding Description of the Facilities: the Staff Cabin is listed with 2-bedrooms, bathroom, and shower, however, the front room has not been used as a bedroom and does not have beds. The front room has a sink as it was at one time used as a kitchen. The second room has two cots with the bathroom and shower off that room.

Summary of areas of buildings within lease area that have been tested for presence of asbestos:

Dining Hall: Kitchen floor tile and flooring material under tile (No asbestos detected)  
Bathroom floor tile and adhesive (No asbestos detected)

Infirmary: Bathroom floor tile and adhesive (No asbestos detected)  
Kitchen floor tile and adhesive (No asbestos detected)  
Kitchen floor tile under sink and adhesive (No asbestos detected)  
Hall, bedroom and front room floor tile and adhesive (No asbestos detected)  
Utility room floor tile and adhesive (No asbestos detected)