

NOTICE OF TOWN OF WESTFORD REQUEST FOR PROPOSALS
FOR THE ACQUISITION BY LEASE OF REAL PROPERTY TO BE USED FOR THE
TOWN PARKS, GROUNDS, RECREATION & CEMETERY DEPARTMENTS'
OFFICE AND PROGRAMMING SPACE

The town of Westford, by and through its Board of Selectmen, issues this Request for Proposals (RFP) to lease real property to be used for the Parks, Grounds, Recreation and Cemetery Departments. Sealed proposals will be received at the office of the Town Manager, until July 1th, 2016 at 11:00 a.m. for the following:

The purpose of this RFP is to acquire by lease a facility in the town of Westford consisting of approximately 4,500 net usable square feet, with associated adequate parking and lighting, to be used as office space and program space for the Westford Parks, Grounds, Recreation and Cemetery Departments. The town would also be interested in the opportunity to expand the space in the future.

Request for Proposal documents may be obtained during regular business hours, Monday – Friday, 8:00AM – 4:00PM, beginning on **May 23, 2016**, at:

Office of the Town Manager
55 Main Street
Westford, MA 01886
Telephone No: (978)-692-5501
Email: procurement@westfordma.gov

The town reserves the right to reject any and all proposals, wholly or in part, and to accept proposals only in the best interest of the town. The town reserves the right to waive minor informalities. The Board of Selectmen is the awarding authority, and any contract will be subject to Town Meeting approval to enter in a lease and appropriation.