

**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 March 24th, 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 7,000 to 22,000 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.

Request for Proposal documents may be obtained during regular business hours, Monday – Friday, 8:00AM – 4:00PM, beginning on **February 24, 2016**, at:

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