

**REQUEST FOR PROPOSALS
LEASE OF SPACE FOR EMERGENCY SERVICES
DEPARTMENT
LANESBOROUGH, MA**

1. OBJECTIVES

The Town of Lanesborough is seeking proposals for the lease of available office space within the town limits. The lease would commence on or about August 1, 2025 for a minimum of one (1) year with an option to renew for a minimum of six (6) months and a maximum of three (3) years, at the discretion of the Town. The Town requires approximately 1,700 square feet of built-out office space to accommodate its Emergency Services Department facilities including private office, bunk rooms, kitchenette, dining area, bathrooms and shower. The facility should provide for the availability of computer networking and internet service. The Emergency Services Department also requires access to a drive-through, insulated garage space in close proximity to the building with a minimum size of 16 feet by 21 feet and dedicated parking area and paved driveway.

2. GENERAL TERMS AND CONDITIONS

Instructions to Firms Submitting Proposals

- Copies of the Request for Proposals (RFP) may be obtained by requesting a copy from the Town Administrative Assistant at (413) 442-1167 during normal business hours (Monday through Thursday, 8:00 a.m. – 4:00 p.m.) or by going onto the Town’s website at www.lanesborough-ma.gov.
- The deadline for the proposal submission is on or before 9:00 a.m. Monday July 14, 2025. Proposals shall be submitted to the attention of: Corrine Bradley, Town Administrative Assistant, 83 North Main Street, P.O. Box 1492, Lanesborough, Massachusetts 01237, in a sealed envelope clearly marked “TOWN OF LANESBOROUGH – LEASE OF SPACE FOR EMERGENCY SERVICES DEPARTMENT”. Faxed proposals will not be accepted.
- At 9:00 a.m. on July 14, 2025 proposals will be opened at the Select Board’s office, 83 North Main Street, Lanesborough, Massachusetts 01237. Proposals will then be evaluated by the Town Administrator, a member from the Finance Committee, and a member the Ambulance Enterprise Committee. A recommendation will then be made to the Select Board upon completion of the evaluation.
- Inquiries concerning this RFP must be in writing and must be submitted to Corrine Bradley, Town Administrative Assistant, 83 North Main Street, P.O. Box 1492,

Lanesborough, Massachusetts 01237. Inquiries are to be received by Thursday July 10, 2025 at 4:00 p.m. Inquiries received after that time will not be answered. Any responses to inquiries will be provided to all persons who have obtained copies of this RFP from the Select Board's office and publicized on the Town's website.

- Proposals may be corrected, modified, withdrawn or resubmitted prior to the deadline for submission of proposals by submitting the required number of copies of such correction, modification, withdrawal or a new submission, clearly marked on the outside envelope with the appropriate heading, by the deadline listed above.
- Once the deadline has passed, proposals may not be withdrawn, amended or modified for a period of one hundred and twenty (120) days from the deadline for submission of proposals.
- The successful proposer must execute a lease containing, at a minimum, those provisions set forth in the Term Sheet attached hereto as Table B within thirty (30) days of award by the Select Board.
- All proposals shall be unconditional; no proposal that purports to impose conditions not included in this RFP will be deemed responsive. The awarding authority may, however, waive minor informalities and omissions in the proposal if it decides, in its sole discretion, that such informality or omission is not prejudicial to the interests of the Town or to fair competition. The awarding authority will waive minor informalities or allow the bidder to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the awarding authority will correct the mistake to reflect the intended correct bid and so notify the bidder in writing, and the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document but the intended correct bid is not similarly evident.
- Each firm submitting a proposal shall submit four (4) copies of its proposal.
- Proposals shall be clearly marked "TOWN OF LANESBOROUGH – LEASE OF SPACE FOR EMERGENCY SERVICES DEPARTMENT" on the outside of the envelope. Faxed proposals will not be accepted.
- Proposals will be opened and recorded and then reviewed as outlined above, with a recommendation being presented to the Select Board for awarding. The successful proposer will be required to execute a lease in a form acceptable to the Town of Lanesborough within thirty (30) days from the date of notice of acceptance of a proposal, or within such further time as the Select Board elects, but not to exceed sixty (60) days.
- The Town reserves the right to interview or to seek additional information from any proposer after bidding, but before entering into a lease, to reject any proposal if it deems it to be in the best interest of the Town, and to award a lease to the next qualified proposer. Consistent with Massachusetts General Laws Chapter 30B, Section 6, the Town reserves the right to award the lease based on considerations other than price, as long as such

award is advantageous to the Town. The Town reserves the right to inspect the offered space and to have a professional inspection and assessment of the space.

- Proposers must also include a list of commercial buildings it owns or manages, including a list of current and former tenants over the past five (5) years. The Town reserves the right to check references and to contact current or former tenants for references as to the proposer's performance as a landlord.
- Each proposal must include, at the minimum:
 - i. Location of the building, description of the age and nature of construction and current condition, square footage being offered and whether it is on one level or multiple levels.
 - ii. Description of the current configuration of the space, including kitchen space, if any.
 - iii. Other current tenants in the building.
 - iv. A floor plan indicating the current breakdown into offices, including office dimensions.
 - v. All handicap accessible areas, and a description in full of any of the offered space that is not handicap accessible.
 - vi. The available parking, including the number of spaces and whether the area will be exclusive for Town use or shared with other tenants.
 - vii. The capacity and nature of the existing electrical system, any wiring/cabling to accommodate a computer network, cable internet access, the HVAC system, the fire alarm/sprinkler system and security system.
 - viii. The earliest date on which the building will be available for occupancy.
- All proposals shall be deemed to be public record within the meaning of Massachusetts General Laws Chapter 4, Section 7(26).
- Following the designation of successful proposer, no part of a proposal involving the payment of compensation to the successful proposer shall be designated as confidential.
- The Town of Lanesborough is not liable for any costs associated with the preparation of a response to this Request for Proposal.

4. EVALUATION CRITERIA

- Location
- Square footage available/offered to the Town
- Date of availability
- Inclusion of utilities, common area charges, insurance, property management fees and real estate taxes in the rent
- Potential for garage space
- Total incidental costs associated with occupancy of the leased premises, including, but not limited to, relocation costs and expenses
- Other benefits to the Town

Proposals will be evaluated based on the following:

- Minimum evaluation criteria to identify “Responsible and Responsive” Proposals, as outlined below.
 - A minimum of 1,200 square feet of office space with climate control heat and air conditioning.
 - Availability of kitchen and dining space
 - At least one private bathroom with shower
 - Locking supply closet
 - Washer / Dryer hook-up
 - Availability of insulated climate-controlled garage space
 - Handicapped accessibility
 - No less than two means of egress to the road
 - The leased space will meet all applicable building codes, including the following:
 - Massachusetts State Building Code (including BOCA Mechanical Code)
 - Massachusetts State Plumbing Code
 - Massachusetts State Electric Code
 - NFPA Life Safety Code
- Comparative Criteria to identify proposals which rank as “Advantageous” or “Highly Advantageous” in one or more of the evaluation criteria indicated for each requested proposal, as outlined on Table A.

For each criterion, a proposal will be assigned one of the following ratings:

1. Not Advantageous - Satisfies Minimum Criterion
2. Advantageous
3. Highly Advantageous

Ratings will be assigned in accordance with the standards described in the attached Table A.

The Town reserves the right to award a lease to the most advantageous offer and shall not be required to select the proposal offering the lowest rental price.

The Town will comply with all equal Opportunity and Non-Discrimination Policies in the town's employee manual.

6. REFERENCES

Each proposer must submit a minimum of two (2) professional references. Each reference shall include the name, title, address and telephone number of the reference.

7. TIME SCHEDULE

The Town is seeking to enter into a lease effective on or about August 1, 2025 for a minimum of one (1) year with an option to renew for a minimum of six (6) months and a maximum of three (3) years, in the Town's discretion.

8. INSURANCE

The Town will provide an insurance certificate naming the Proposer as an additional insured, upon request, in an amount not to exceed any statutory amount, including limitations, the town enjoys.

TABLE A: EVALUATION CRITERIA

CRITERION	NOT ADVANTAGEOUS	ADVANTAGEOUS	HIGHLY ADVANTAGEOUS
Type of Available Space	Raw space without existing build-out or significant reconfiguration needed	Current office build-out will accommodate Town's usage with some modifications	Current office build-out will comfortably accommodate Town needs or lessor is willing to alter to Town's specifications
Inclusion of utilities, CAM, property management charges, taxes and insurance	Not included	Inclusion of 1 or more items in the lease price	Inclusion of 4 or more items in the lease price
Amount of office space available	Less than 1000 sq. feet	More than 1,000 feet but less than 1,500 sq. feet	More than 1,500 sq. feet but equal to or lesser than 2000 sq. feet
Kitchen/food prep area	No kitchen and none is allowable	No kitchen but one could be installed	Kitchen is pre-existing
Two (2) full private Bathroom and shower area	No private bathroom / shower area	At least one private bathroom area	One private bathroom area with an additional bathroom with shower that can be installed.
Availability of climate controlled garage	No garage available	Garage available but not insulated to minimum specifications	Future availability of garage
Location – and proximity to Fire Department	Location is more than 2 miles from Fire Department	Location is less than 2 miles from the Fire Department	Location is less than one mile from the Fire Department.

**TABLE B:
TERM SHEET
FOR LEASE**

LEASED PREMISES: Approximately ____ square feet, with parking adequate to accommodate a “Department of Emergency Services including garage space.”

TERM OF LEASE/OPTION TO RENEW: At least one (1) year initial term, with option to renew for a minimum of six (6) months and a maximum of three (3) years, at the discretion of the Town.

LANDLORD IMPROVEMENTS: Landlord shall make such initial improvements/renovations to the Leased Premises as are needed to permit the Town to engage in those general municipal purposes customarily performed in an emergency services ambulance department.

PUBLIC ACCESS: Public access permitted, as well as use of the Leased Premises for meetings that are open to the general public.

RENT: Rent to include utilities, real estate taxes, property management fees, common area maintenance charges and insurance of the Leased Premises.

LANDLORD’S OBLIGATION TO MAINTAIN AND REPAIR: Landlord responsible for the maintenance, repair and replacement of the infrastructure, HVAC, utilities and all other capital repairs as may be necessary to keep the Leased Premises in good repair and condition.

INDEMNIFICATION: Any indemnification by the Town is to be “to the extent permitted by law” and “to the extent of the Town’s insurance coverage.”

INSURANCE: Landlord shall represent that it maintains, and will continue to maintain throughout the term of the Lease, “all-risk” casualty insurance and general liability insurance coverage for the Leased Premises and the property of which the Leased Premises are a part.

FORM 1
COST PROPOSALS
LEASE

(Name of Business)

PROPOSAL – COSTS

1 Year Lease

Year 2 or any part thereof

(words)

(words)

\$

(dollar figures)

\$

(dollar figures)

Available Date

Internet Access	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Computer Network Capabilities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Utilities Included	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CAM Included	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Taxes Included	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Property Management Included	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Insurance Included	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Handicapped Accessible	<input type="checkbox"/> Yes	<input type="checkbox"/> No

FORM 2

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal for the LEASE OF SPACE 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 of person signing bid and/or proposal)

By: _____
(Name of Business)

Date: _____

No award will be made without vendor certification of the above.

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

FORM 3

Certificate of Tax Compliance

STATE LAW NOW MANDATES THAT TO DO BUSINESS WITH THE TOWN OF LANESBOROUGH the Massachusetts Revenue Enforcement and Protection Program of 1983 requires that the following be supplied with your bid:

Date: _____

Pursuant to Mass. G.L. c.62C, Section 49A, I certify under the Penalties of Perjury That I, To My Best Knowledge and Belief, Have Filed All Mass. State Tax Return and Paid ALL Mass. State and Town Taxes Required under Law.

Company Name

Street and No.

Town

State _____ Zip Code _____

Tel. No. _____ Fax No. _____

Social Security No.

or

Federal Identification No.

Certified by State Office of Minority and Women Business Assistance (SOMWBA)

Yes _____ Date of Certification _____

Failure to complete this form may result in rejection of bid and/or removal from Town Bid Lists.

Authorized Signature

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

FORM 4

Respondent Entity Disclosure Statement

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 Corporation give names of President, Treasurer and Manager; and in case of Firms give names of the individual members.)

NAMES	ADDRESSES	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Kindly furnish the following information regarding the Respondent:

(1) If a Proprietorship

Name of Owner: _____

ADDRESS ZIP CODE TEL. # _____

Business: _____

Home: _____

(2) If a Partnership _____

Full names and address of all partners:

NAMES	ADDRESSES	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

BUSINESS ADDRESS ZIP CODE TEL. # _____

(3) If a Corporation

Full Legal Name: _____

State of Incorporation: _____

Principal Place of Business: ZIP _____

Qualified in Massachusetts: Yes _____ No _____

Place of Business in Massachusetts: ZIP CODE TEL. # _____

Authorized Signature of Proponent: _____

Title: _____

Date: _____

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

FORM 5

Real Property Disclosure Statement

DISCLOSURE OF BENEFICIAL INTEREST IN REAL PROPERTY TRANSACTION

This form contains a disclosure of the names and addresses of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Division of Capital Planning and Operations, as required by M.G.L. c. 7C, §38, prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

1. Public agency involved in this transaction: Town of LANESBOROUGH
[Name of Jurisdiction]
2. Complete legal description of the property:
3. Type of transaction: _____ Sale ___ Lease or rental for X [term]:
4. Seller(s) or Lessor(s):

Purchaser(s) or Lessee(s): Town of LANESBOROUGH
5. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above.

Note: If a corporation has, or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must also be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than 10 percent of the outstanding voting shares need not be disclosed.

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts, or is an employee of the Division of Capital Asset Management and Maintenance, except as noted below:

Name

Title or Position

6. This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in Item 1. If the form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned acknowledges that any changes or additions to Item 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Asset and Management and Maintenance within 30 days following the change or addition.

The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

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