



The Salem Senior Center

Request for Proposals

City of Salem, Massachusetts

October 2008

RFP #K-17
Purchasing Department
City of Salem, Massachusetts
October 14, 2008

The City of Salem reserves the right to reject any or all Proposals, to omit any item or items called for, or to accept the Proposal deemed in the best interest of the City. This Proposal request is to be returned to the Purchasing Department, Salem City Hall Annex, 120 Washington Street, Salem, Massachusetts 01970 on or before 10:00 AM, November 5, 2008 signed and sealed by the party making the offer. Send all communications to:

Albert C. Hill, Jr., Purchasing Agent
Purchasing Department
Salem City Hall Annex
120 Washington Street
Salem, Massachusetts 01970

Development of a Senior Center

The Proposer acknowledges receipt of the following **ADDENDA #** _____

BUSINESS NAME _____

BUSINESS ADDRESS _____

CITY, STATE & ZIP CODE _____

TELEPHONE & FAX NUMBER _____

AUTHORIZED OFFICER SIGNATURE _____

AUTHORIZED OFFICER NAME (print) _____

DATE _____

The envelope containing the Proposal and required information must be sealed and marked with Proposer's name, title of proposal, RFP number, and date of opening. The Proposer must sign all required signature pages in order for the proposal to be considered. The City of Salem reserves the right to reject any and all proposals, or to waive any informalities in the proposal process, if deemed in the City's best interest.

LEGAL NOTICE
CITY OF SALEM
RFP # K-17

Sealed Proposals must be received at the Purchasing Department, Salem City Hall Annex, 120 Washington Street, Salem, Massachusetts 01970, **on or before 10:00 AM, November 5, 2008** at which time and place they will be opened:

Development of a Senior Center

The RFP award is made by the Purchasing Agent and is subject to Mayoral and City Council approval. The city of Salem reserves the right to reject any and all proposals or to waive any informalities in the Proposal process, if deemed in the City's best interest.

The RFP Documents containing scope of services, requirements, and conditions will be/are available upon request after 10:00 AM, October 21, 2008 at the Purchasing Department, Salem City Hall Annex, 120 Washington Street, Salem, Massachusetts 01970.

Office hours: Monday - Wednesday (8:00am - 4:00pm)
Thursday (8:00am - 7:00pm)
Friday (8:00am - 12:00pm noon)

Albert C. Hill, Jr.,
Purchasing Agent

Friday, October 17, 2008
Monday, October 20, 2008

**REQUEST FOR PROPOSALS
THE SALEM SENIOR CENTER**

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I. Introduction

The City of Salem, Massachusetts is pleased to present this Request for Proposals (“RFP”) for the development of the Salem Senior Center. The City is seeking a private partner for this unique development opportunity. The City envisions the Senior Center to be one component of larger a mixed-use development; the City’s intention is to purchase the space as a condominium upon the project’s completion.

The Salem Senior Center Committee has been working to locate a suitable site on which to build a Senior Center. The Committee has included the community in this process by holding public meetings. Suggestions solicited during these meetings have been used in the Development Criteria outlined in this RFP. The City is interested in receiving proposals that satisfy the Development Criteria and other requirements set forth in this RFP, from any capable individual, group or organization.

Proposals submitted pursuant to this RFP must be in compliance with the provisions of this RFP and subject to any addenda issued by The City of Salem. A proposal conforming to this RFP and meeting the minimum proposal requirements is an acceptable proposal. It is the intention of the City, to accept the proposal that is most advantageous, taking into consideration the relative merits and relative prices of each proposal.

II. General Proposal Conditions and Requirements

Proposal Rules

This proposal is solicited to the general public and contract(s) will be awarded to selected proposers pursuant to the rules set forth in Chapter 30B of the Massachusetts General Laws, if applicable, and subject to Mayoral approval.

Reviewing Period

All proposals meeting proposal requirements and conditions may be held by the City of Salem for a period not to exceed ninety (90) days from the date of the opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of proposers, prior to the awarding of the contract.

Compliance with Applicable Laws

The contract(s) shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts. The proposal must comply with all Federal, State, and municipal laws, ordinances, rules and/or regulations.

Questions and Interpretations

Any substantive questions regarding the proposal documents shall be referred to the City of Salem Purchasing Department in writing at least five working days prior to the date and time for opening of proposals. All answers and interpretations and any changes to the documents will be issued in the form of addenda to all Proposers of record.

Ability and Experience

The City of Salem may make such investigations as it deems necessary to determine the abilities and experience of any Proposers and such Proposers shall furnish information requested in this regard and shall furnish it under oath if required.

Corrections

Erasures or other changes in the proposal must be explained or noted over the signature of the consultant.

Conflict of Interest

The Proposer agrees that to the extent that such law is applicable to the duties it is to perform hereunder, it will comply with the provisions of Chapter 268A of the General Laws concerning conflict of interest. The proposer covenants that it presently has no interest and shall not require any interest, direct or indirect, which would conflict in any manner or degree with the performance under the agreement.

No employee of the City of Salem and no public official who exercises any function or responsibilities in the review or approval of the undertaking or carrying out of this agreement shall participate in any decision relating to this agreement which affects their personal interest or the interest of any corporation, partnership, or association in which they are directly or indirectly interested or have any financial interest, direct or indirect in this agreement or the proceeds thereof.

Signature

All proposals shall be complete, factual, and signed by an authorized individual of the Proposer's company, if applicable, on the appropriate page(s), and the Cover Sheet.

Ability and Experience

The City of Salem will not award a contract to any Proposer who cannot furnish satisfactory evidence of their ability and experience.

The City of Salem may make such investigations as it deems necessary to determine the above and a Proposer shall furnish information requested in this regard and shall furnish it under oath if required.

Attached Forms

All Proposers must fill out and sign the attached forms and submit the attached forms with the proposal package. Attached forms include: a Financial Statement and Credit Release, a Disclosure Statement Concerning Beneficial Interests, a Statement of Tax Compliance, and a Certificate of Non-Collusion

Waiver

The City of Salem reserves the right to reject any and all proposals, or to waive any informalities in the proposal process, if deemed in the City's best interest.

Number of Copies

The Proposer shall provide one original and five (5) copies each of the proposal, as well as Confidential Financial Information, to the City of Salem Purchasing Department. The face of the envelope containing the Proposal must show, in the upper left corner, the name and address of the Proposer, and in the lower right corner, the following: "Proposal for Development of a Senior Center"

Place and Time

Sealed proposals will be received by Albert Hill, Chief Procurement Officer/Purchasing Agent, City of Salem Purchasing Department, 120 Washington Street, Salem, MA 01970 on or before ,10:00 AM, November 5, 2008, at which time they will be opened and registered.

Mailed proposals must actually be received on or before the time and date of the Proposal opening. Facsimile (fax) proposals will not be accepted.

III. Program Requirements

The Program Requirements presented in this section reflect the City's objectives for the Senior Center as identified by the Senior Center Committee.

Procurement

The City is seeking "turn-key" delivery including architectural, engineering, and construction services. The selected developer will work with a committee designated by the City to finalize an acceptable design and specification package. The City of Salem will purchase the completed facility as a condominium for a fixed price.

Site Characteristics

The site must be located within the City of Salem. The site must be able to accommodate the minimum required facility and supporting parking as described in this section. The site plan shall be designed to allow for possible future expansion of the Senior Center space.

Facility Description

The City is seeking a space of approximately 20,000 square feet for Senior Center activities within a newly constructed or renovated building. The space may be one or two stories and may be stand alone or within a mixed-use building. Baseline uses which have been indentified by the Senior Center Committee for inclusion in the space are as follows:

Use	Square Ft.	Use	Square Ft.
<u>Multi-purpose Space</u>			
Reception/Lounge	2,060	Entry/vestibule	500
Big Function Room	5,030	Waiting	600
Classrooms		Conference/Meeting	1,060
Game Room	700	Clinic- nurse, podiatrist	370
Computer Room	720	Commercial Kitchen	970
Card Room	160	Restroom	550
Arts/Crafts	550	(Staff/public for occupancy of 300)	
		Building Services	150
		Admin/Offices	
		COA	100
		Veterans	380
		Transportation	100
		Other Admin	2,150
		Circulation/Mechanical	2,880
		TOTAL SQ. FT.	19,090

Building Construction

The "turn key" delivery shall include:

- A fully completed interior with operating MEP and Fire Protection Systems
- Standard Finishes
 - Gypsum wall board
 - Ceramic tile or hardwood floors for public areas, carpeted floors for offices
 - Solid core wood veneer doors in metal frame
 - Acoustical tile ceilings

- First Floor- slab-on-grade, Second Floor- composite deck
- Veneer Masonry Exterior
- Construction Type 2A
- A grease trap and provision for kitchen exhaust
- The building shall be designed to accommodate future expansion.
- Installation of furniture, fixtures and equipment to be provided by the City of Salem.

Parking & Loading

A minimum of eighty (80) parking spaces located on site and in close proximity to building entrance is preferred. There shall also be a loading/drop-off area for passengers and/or deliveries.

Green Building and Low Impact Development

The building must be designed to reduce its impact on the environment and human health by: efficiently using energy, water, and other resources; protecting occupant health; and reducing water, pollution and environmental degradation. Where possible, the project is to include innovative stormwater management techniques, which mimic predevelopment hydrology by using design techniques that infiltrate, filter, store, evaporate, and detain runoff close to its source.

The City's preference is for the project to be pursued as a LEED (Leadership in Energy and Environmental Design) project through the United States Green Building Council (USGBC) and every attempt should be made to have the building meet minimum standards for LEED Certification.

IV. Instructions to Proposers

1. Content of Proposals

Proposals should follow the outline and supply all of the information described below:

a. Narrative Description

- i. Describe the proposed development concept including all uses proposed for the site, and projected total square footage by use.
- ii. Describe how the proposal meets the Program Requirements.
- iii. Describe how the proposal complies with the City's plans for the area in which the site is located.
- iv. Outline any other potential benefits of selection of the proposed site not addressed in the Program Requirements.
- v. Describe impacts anticipated for the development as a whole, including but not limited to noise and traffic, during the construction and operating phases of the project. Mitigation should be proposed as necessary.

b. Plans

- i. Provide conceptual elevations
- ii. Provide a preliminary site plan at a scale of 1' = 20" showing building locations, circulation, parking, and conceptual landscaping.
- iii. Provide a preliminary floor plan for the Senior Center space which includes dedicated spaces for the baseline uses described in this RFP.

c. Costs

- i. Provide an estimate of construction costs
- ii. Provide an estimate of extraordinary site costs
- iii. Provide a total acquisition price
- iv. Provide an estimate of annual condominium fees.
- v. Provide an estimate of annual building operating costs which would not be included in the condominium fees.

d. Time Frame

Proposers should indicate a timeframe for the development process through construction completion as part of their submittal (as reference in the Instructions to Proposers). The City expects that after execution of a development agreement, the selected developer will move quickly to undertake and complete predevelopment activities and start construction at the earliest feasible date. The proposed development should occur within a reasonable timeframe. The City encourages concurrent development of all elements within the entire development.

List of Possible Permitting Requirements

- Site Plan Review – Planning Board

- Various required Building Permits, Electrical Permits, and Utility Connection Permits
- Other permits may be required depending on the site location (i.e. Urban Renewal Area, Local Historic District, near wetlands, etc.) and other uses proposed.
 - i. Outline required land use, environmental, operational and other governmental or regulatory approvals, including land use, zoning, development and environmental permits.
 - ii. Provide a schedule for securing approvals, construction, acquisition, and occupancy.
 - iii. Provide a schedule for securing commitment from other tenants, as well as financial approvals.

e. Experience

- i. Describe the development team, the individuals and organizations to be involved in the development, their role, and their experience. The development team may include, without limitation, a development manager, operator, architect, engineer, contractor, consultants, lenders and investors.
- ii. Describe past experiences with similar proposed uses and provide references if applicable.

2. Additional Information

Each proposal submitted shall be deemed to have been made with full knowledge of all the terms, conditions, and requirements contained in this Request for Proposals. The failure of any Proposer to inspect, or to be fully informed as to the condition of all or any portion of the property, will not constitute grounds for any claim or demand for adjustment or withdrawal of a proposal after opening.

3. Notice of Acceptance or Rejection

Notice of acceptance or rejection of a proposal shall be deemed to have been sufficiently given when mailed to the Proposer, or their duly authorized representative at the address indicated in the proposal, or contacted by telephone or e-mail.

V. Method of Selection and Evaluation of Proposals

Minimum Criteria

- a. The Proposer must demonstrate conformance with all submission requirements.

Comparative Criteria

CRITERIA	BASIS OF MEASUREMENT	RATING
A. QUALIFICATIONS OF THE DEVELOPER AND DEVELOPMENT TEAM		
1. <u>Development Capabilities</u> : The developer and the development team must demonstrate that they are qualified and capable to fully accomplish the project. 2. <u>Timely Redevelopment</u> : The development team should demonstrate that they are capable to proceed with development as soon as possible.	<ul style="list-style-type: none">• Financial application forms and project experience for undertaking and completing the entire project.• The quality of the development team's reputation and references, particularly in terms of its regulatory track record, environmental compliance and ability to complete projects as proposed.• Project schedule and associated commitments	<p>HIGHLY ADVANTAGEOUS All the development team members are identified and fully qualified for all aspects of the project, and the developer has repeatedly demonstrated superior financial and technical capability to accomplish developments similar to this within budget and schedule.</p> <p>ADVANTAGEOUS The development team members are identified and well qualified for key aspects of the project, and the developer has demonstrated good financial and technical capability to timely accomplish developments similar to this.</p> <p>NON-ADVANTAGEOUS The development team members are not identified or are not qualified for key aspects of the project, or the developer is unable to demonstrate the capability to accomplish a development like this,</p>

CRITERIA	BASIS OF MEASUREMENT	RATING
B. ABILITY TO MEET PROGRAM REQUIREMENTS		
<p><u>1. Site:</u> The site plan and conceptual elevations must demonstrate the Program Requirements can be met on the proposed site.</p> <p><u>2. Proposal:</u> Elements described in the proposal narrative must demonstrate that the Program Requirements can be met.</p>	<ul style="list-style-type: none"> • Conceptual elevations • Preliminary site plan • Preliminary floor plan • Proposal narrative 	<p>HIGHLY ADVANTAGEOUS The proposal strongly meets the Program Requirements.</p> <p>ADVANTAGEOUS The proposal somewhat meets the Program Requirements.</p> <p>NON-ADVANTAGEOUS The proposal does not meet the Program Requirements</p>

CRITERIA	BASIS OF MEASUREMENT	RATING
C. SITE LOCATION/ACCESSIBILITY		
<p>1. <u>Location</u>. Proximity to other amenities (pharmacy, medical services, banking, etc).</p> <p>2. <u>Accessibility</u>. Alternate means of transportation, including public transportation and pedestrian accessibility.</p>	<ul style="list-style-type: none"> • Preliminary site plan • Proposal narrative 	<p>HIGHLY ADVANTAGEOUS Site is located within 1/10th of a mile to other amenities (pharmacy, medical services, banking etc.); and to alternative means of transportation including public transportation and pedestrian accessibility.</p> <p>ADVANTAGEOUS Site is located within ¼ of a mile to other amenities (pharmacy, medical services, banking etc.) and to alternative means of transportation including public transportation and pedestrian accessibility</p> <p>Non-Advantageous Site is located more than ¼ of a mile from other amenities (pharmacy, medical services, banking etc.) and from alternative means of transportation including public transportation and pedestrian accessibility.</p>

CRITERIA	BASIS OF MEASUREMENT	RATING
D. SITE CHARACTERISTICS		
<p>1. The Site must have characteristics that help to make the Center a destination for seniors. Enhanced landscaped areas with outdoor seating are desirable.</p>	<ul style="list-style-type: none"> • Preliminary site plan • Proposal narrative 	<p>HIGHLY ADVANTAGEOUS The site plan has substantial landscaping and a number of other characteristics that establish it as a destination.</p> <p>ADVANTAGEOUS The site plan has a moderate amount of landscaping and a few other characteristics that establish it as a destination.</p> <p>NON-ADVANTAGEOUS The site plan has no landscaping or other characteristics that establish it as a destination.</p>

CRITERIA	BASIS OF MEASUREMENT	RATING
E. SITE COMPATIBILITY		
<p>1. <u>Compatibility:</u> The other uses proposed for the mixed-use development must be compatible with the Senior Center use.</p>	<ul style="list-style-type: none"> • Preliminary site plan • Proposal narrative 	<p>HIGHLY ADVANTAGEOUS Other uses proposed for the mixed-use development are highly compatible with the Senior Center use.</p> <p>ADVANTAGEOUS Other uses proposed for the mixed-use development are somewhat compatible with the Senior Center use.</p> <p>NON-ADVANTAGEOUS Other uses proposed for the mixed-use development are not compatible with the Senior Center use.</p>

CRITERIA	BASIS OF MEASUREMENT	RATING
E. COST AND FINANCIAL BENEFIT		
<p>1. <u>Cost:</u> The acquisition price must meet the City's budget for the Senior Center project.</p> <p>2. <u>Financial Benefit</u> Mixed-uses proposed for the development provide economic benefits such as tax base enhancements or other economic contributions.</p>	<ul style="list-style-type: none"> • Cost estimates 	<p>HIGHLY ADVANTAGEOUS The acquisition price matches the City's budget for the Senior Center; other uses proposed for the development will provide economic benefits for the City.</p> <p>ADVANTAGEOUS The acquisition price closely matches the City's budget for the Senior Center; other uses proposed for the development will provide some economic benefits for the City.</p> <p>NON-ADVANTAGEOUS The acquisition price exceeds the City's budget for the Senior Center or other uses proposed for the development will not provide economic benefits for the City.</p>

Rule of Award The most advantageous offer from a responsive and responsible proposer , taking into consideration all evaluation criteria and price, will be selected.

VI. General Terms

1. Term "Request for Proposals"

The Term "Request for Proposals" as used herein refers to the foregoing Request for Proposals, and its schedule; the Instructions to Proposers; the general terms of use set forth herein; Proposal Form, and Acceptance; all as may be modified and supplemented by an addenda that may be issued prior to the time fixed in the Request for Proposals for the opening of proposals. All modifications and supplements shall have been delivered to Proposers when mailed, postage prepaid.

2. Continuing Offers

Each proposal received shall be deemed to be a continuing offer after the date of proposal opening for the number of calendar days specified in the proposal, unless the proposal is accepted or rejected by the City before the expiration of the specified number of calendar days. If the city desires to accept any proposal after the expiration of the specified number of calendar days, the consent of the Proposer shall be obtained prior to such expiration.

3. Insurance

Insurance may be required of the Proposer upon acceptance of the proposal.

4. Revocation of Proposal and Default

In the event of revocation of a proposal after the opening of proposals but prior to acceptance, or in the event of revocation of a proposal after notice of acceptance, or in the event of any default by the successful Proposer in the performance of the contract of use created by such acceptance, together with any payments subsequently made, may be retained at the option of the City, in which event the Proposer shall be relieved from further liability.

5. Contract

The Request for Proposals, and the proposal when accepted by the City, must be followed up by a signed agreement, and only then shall constitute an agreement for use between the successful Proposer and the City. Such agreement shall not be transferred or assigned by the successful Proposer to another entity without consent of the City, and any assignment transaction without such consent shall be void.

Attachment 1- Financial Statement and Credit Release

Financial statements and credit reports of the Developer/Sponsor will be reviewed to assess the financial condition of the Developer/Sponsor and to determine if adequate working capital and net worth are available to meet equity and loan security requirements. Individual financial statements will be required if the Developer/Sponsor is operating as an individual rather than as a corporate entity.

I. Developer/Sponsor: An audited financial statement for the two most recent fiscal years must be submitted as part of this Exhibit. *If the most recent audited financial statement is for a period ending more than one year from the date of the application,* then the entity must also submit an unaudited financial statement dated within 6 months of the application submission date. In addition, the treasurer or other appropriate officer of the entity must submit a signed certification (see below) that states that (1) the unaudited financial statement fairly represents the financial condition of the firm, (2) there have been no material adverse changes in net worth or liquidity since the date of the most recent audited financial statement; (3) no significant encumbrances have occurred since the date of the most recent audited financial statement; and (4) the sale, purchase or transfer of any and all major assets since the date of the most recent audited financial statement has been disclosed.

If no audited financial statement exists on the entity, and for entities that have not yet completed their initial fiscal year, the most recent unaudited statement must be submitted together with supporting documentation verifying assets of the entity. In addition, a certification from the treasurer or other appropriate officer must be submitted stating that (1) no audited financial statement exists for the entity; (2) the unaudited financial statement fairly represents the financial condition of the firm, (3) there have been no material adverse changes in net worth or liquidity since the date of the unaudited financial statement; (4) no significant encumbrances have occurred since the date of the most recent financial statement; and (5) sales, purchases or transfers of any major asset since the date of the unaudited financial statement have been disclosed.

The following must be filled out for the Mortgagor/Borrower (if formed) and the Developer/Sponsor (use additional sheets as necessary):

a) Name of entity: _____

b) Nature of entity (circle one): Mortgagor/Borrower/Developer/Sponsor

Audited financial statements are attached for fiscal years
ending _____

c) Check either (i), (ii) or (iii) as applicable:

(i) The most recent audited financial statement is for a period ending less than one year from the date of the application.

(ii) The most recent audited financial statement is for a period ending more than one year from the date of the application, and a six-month unaudited statement is attached, dated _____. In addition, the treasurer or other appropriate officer of the applicant entity hereby attests that, to the best of his/her knowledge, (1) the unaudited financial statement fairly represents the financial condition of the firm, (2) there have been no material adverse changes in net worth or liquidity since the date of the most recent audited financial statement; (3) no significant encumbrances have occurred since the date of the most recent audited financial statement; and (4) the sale, purchase or transfer of any and all major assets since the date of the most recent audited financial statement has been disclosed as follows:

Signed: _____, its _____ Date _____

(iii) No audited financial statement exists on the entity. The most recent unaudited statement is attached, dated _____. In addition, the treasurer or other appropriate officer of the applicant entity hereby attests that, to the best of his/her knowledge, (1) the unaudited financial statement fairly represents the financial condition of the firm, (2) there have been no material adverse changes in net worth or liquidity since the date of the most recent unaudited financial statement; (3) no significant encumbrances have occurred since the date of the most recent unaudited financial statement; and (4) the sale, purchase or transfer of any and all major assets since the date of the most recent unaudited financial statement has been disclosed as follows:

Signed: _____, its _____ Date _____

II. Developer/Sponsors who are individual persons: For each Developer/Sponsor who is working as an individual rather than through a corporation, a Personal Financial Statement must be submitted on a conventional individual bank application form. The Credit Reference Authorization Form below must also be submitted.

Credit Reference Authorization

Note: This credit reference authorization must be submitted for the Developer/Sponsor that will be seeking financing for the development.

Name	_____
Home Address	_____
Home Phone	_____
Employer	_____
Position	_____
Business Address	_____
Business Phone	_____
Social Security Number	_____

Are you presently in default on any loans? If yes, please attach an explanation.

Yes No

Are there any judgments, liens or attachments against you? If yes, please attach an explanation.

Yes No

Have you had property foreclosed upon, or given title in lieu thereof, in the past five years? If yes, please attach an explanation.

Yes No

Have you ever been through bankruptcy or settled any debts for less than the amount owed? If yes, please attach an explanation.

Yes No

Are you a maker, co-maker or guarantor on any financial obligation that is in default or has been demanded? If yes, please attach an explanation.

Yes No

Have you failed to respond to a public filing such as a lien or a judgment? If yes, please attach an explanation.

Yes No

I hereby attest under the pains and penalties of perjury that the above information is correct. Further, I hereby give my consent for the agency/lender and its assigned Credit Bureau(s), to have any and all information regarding my employment, checking and/or savings accounts, credit obligations, and all other credit matters which they may require in connection with my application for financing through said lenders/agencies. This form *may be* reproduced, and that copy shall be as effective as the original consent that I signed.

I am aware that the assigned Credit Bureau may call me to clarify information obtained in my credit history or application, in order to expedite the process of the application.

Signature: _____ Date: _____

Attachment 2- Disclosure Statement Concerning Beneficial Interests

Required by Section 40J of Chapter 7 of Massachusetts General Law

1. Public agency involved in this transaction: City of Salem

2. Complete legal description of the property:

3. Type of transaction:

4. Seller:

Purchaser(s):

5. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above are listed below in compliance with the provisions of Section 40J of Chapter 7:

6. The undersigned also acknowledges and states that none of the above-listed individuals is an official elected to public office in the Commonwealth of Massachusetts, nor is an employee of the State Department of Capital Planning and Operations.

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

Date

Attachment 3- Statement of Tax Compliance

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify

under the penalties of perjury that _____ has fully
Name of Entity
complied with all laws of the Commonwealth of Massachusetts relating to the
payment of taxes.

Company Name: _____

Address: _____

Name & Title of Signatory: _____

Date: _____

Federal Tax ID or Social Security Number: _____

Attachment 4- Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal 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.

Name of Business

Signature of Individual/Corporate Name

Signature of Individual Submitting Bid or Proposal

Social Security Number or Federal Identification Number