If you have printed this bid from the City of Quincy's Website or through an email, it is your responsibility to check for addenda at www.quincyma.gov before you turn in your proposal. "Please send an acknowledgment that you have printed out this bid via email to; kimtrillcott@quincyma.gov" The City of Quincy will not be responsible for any bids received omitting any addenda acknowledgement. Thank you
REQUEST FOR PROPOSALS

CITY OF QUINCY, MASSACHUSETTS
PURCHASING DEPARTMENT
1305 HANCOCK STREET, QUINCY, MA 02169

The City of Quincy invites sealed bids/proposals for furnishing and delivering to the City of Quincy:

**SCCDA LEASE OF OFFICE SPACE SEPT. 15, 2017 @ 11:00 a.m.**

(IN THE HANOVER TO PLYMOUTH, ROUTE 3 AREA)

In accordance with M.G.L. Chapter 30B, the City of Quincy, on behalf of the South Coastal Career Development Administration is seeking to lease office space in the Hanover to Plymouth, MA area.

Non-Price bids/proposals must be in a sealed envelope and price proposals must be in a separate sealed envelope. The outside of the sealed envelopes are to be clearly marked “RFP – Non Price Proposal Enclosed” with the time/date of the RFP and “RFP – Price Proposal Enclosed” with the time/date of the RFP.

Detailed specifications are online at the City of Quincy’s website, [www.quincyma.gov](http://www.quincyma.gov) and also available at the Office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts, 02169, between the hours of 8:30 a.m. and 4:30 p.m.

Proposals will be received at the Office of the Purchasing Agent until the time and date stated above. Late proposals, delivered by mail or in person, will be rejected.

If applicable, proposals shall be in accordance with M.G.L. Chapter 30B, Chapter 149 as amended, and Chapter 30, Sections 39A, 39B and 39F-R. Bidder must abide by the prevailing wages as established by the Massachusetts Department of Labor and Industries.

The right is reserved to reject any or all proposals or to accept any part of an RFP or the one deemed best for the City and waive any informalities in the bidding if it is in the best interest of the City to do so.

Thomas P. Koch, Mayor

Kathryn R. Logan, Purchasing Agent

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Information below line is not needed in actual ad, but for remittance and billing purposes, thank you.

LEGAL: AUG. 31, 2017                        P.O. # S091517          DEPT. CHARGED: SCCDA
LEGAL: SEPT 7, 2017                        P.O. # S091517          DEPT. CHARGED: SCCDA
City of Quincy  
City Hall  
1305 Hancock Street  
Quincy, Massachusetts 02169  
Purchasing Department

THOMAS P. KOCH  
Mayor

Kathryn R. Hobin  
Purchasing Agent  
Phone: (617) 375-1060  
Fax: (617) 375-1074

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 work “person” shall mean any natural person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.

Name: __________________________________________

Address: _______________________________________

City, Town & Zip: ___________________________________

Email #: __________________________________________

Name of Business: ___________________________________
SIGNATURE AUTHORIZATION

At a duly authorized meeting of the Board of Directors of the

(NAME OF CORPORATION)

held on _______________________, at which all the Directors were present or waived notice, it was

VOTED, that:

________________________________________________________

(NAME) __________________________ (TITLE) __________________________

of this company, be and he/she hereby is authorized to execute Contracts and Bonds in the name and behalf of said Company, and affix its Corporate Seal thereto, and such execution of any Contract or obligation in this Company’s name on its behalf by such __________________________ under seal of the Company, shall be valid

(TITLE)

and binding upon this Company. It was further voted that the City of Quincy may rely on such authorization of future Contracts until notified to the contrary.

A true copy,

ATTEST: __________________________________________________________

(CLERK’S SIGNATURE)

PLACE OF BUSINESS: ________________________________________________

DATE OF THIS CONTRACT: ___________________________________________

I hereby certify that I am the Clerk of the:

_________________________________________ (COMPANY) ________________ (NAME)

that ________________________________________________________________ is the
duly elected __________________________ of said Company, and that the above VOTE has not been

(TITLE)

amended or rescinded and remains in full force and effect as of the date of this Contract.

____________________________________ CORPORATE SEAL
TAX COMPLIANCE CERTIFICATE

MASS. GENERAL LAWS, CH. 62C, S: 49A(b)

I hereby certify that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding of child support.

Signed under the pains and penalties of perjury.

(1) individual Contractor

_______

(Contractor's Name and Signature)

Social Security Number

_______

(2) Corporation, Association or Partnership

_______

(Contractor's Name)

Federal Tax ID Number, or Social Security Number

_______

By:

_______

(Authorized Signature)

Note to Contractor: Please sign at (1) or (2), whichever applies.
CHAPTER 62C. ADMINISTRATIVE PROVISIONS RELATIVE TO STATE TAXATION

Chapter 62C: Section 49A Certification of compliance with tax laws as prerequisite to obtaining license or governmental contract

Section 49A. (a) Any person applying to any department, board, commission, division, authority, district or other agency of the commonwealth or any subdivision of the commonwealth, including a city, town or district, for a right or license to conduct a profession, trade or business, or for the renewal of such right or license, shall certify upon such application, under penalties of perjury, that he has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. Such right or license shall not be issued or renewed unless such certification is made.

(b) No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(c) Any such agency, which has been notified by the commissioner pursuant to section forty-seven A that a person who holds a license or certificate of authority issued by such agency or who has agreed to furnish goods, services or real estate space to such agency has neglected or refused to file any returns or to pay any tax required under this chapter and that such person has not filed in good faith a pending application for abatement of such tax or a pending petition before the appellate tax board contesting such tax or has been penalized pursuant to section 9 of chapter 62E for failure to comply with the provisions under said chapter 62E relating to reporting of employees and contractors, or has been penalized pursuant to paragraph (3) of subsection (f) of section 12 of chapter 119A for failure to comply with the provisions under said chapter 119A relating to withholding and remitting child support, shall refuse to reissue, renew or extend such license, certificate of authority, contract or agreement until the agency receives a certificate issued by the commissioner that the person is in good standing with respect to any and all returns due and taxes payable to the commissioner as of the date of issuance of said certificate, including all returns and taxes referenced in the initial notification or, if the licensee has been penalized for failure to comply with the provisions relating to reporting of employees and contractors under chapter 62E or withholding and remitting child support under chapter 119A, a certificate issued by the commissioner that the licensee is in compliance with said provisions.

(d) Any person who owns or leases a motor vehicle or trailer that is required to be registered in the commonwealth under chapter 90 and improperly registers the motor vehicle or trailer in another state or misrepresents the place of garaging of the motor vehicle or trailer in another city or town, shall be considered in violation of laws of the commonwealth relating to taxes under chapter 60A, chapter 64H or chapter 64I. The right, license or contract provided for in subsections (a) and (b) shall not be issued or renewed until the person or business entity has paid all taxes due at the time of application for such right, license or contract.

(e) Any person who, for the purpose of evading payment of a tax pursuant to chapters 59 to 64I, inclusive, willfully makes and subscribes any return, form, statement or other document pursuant to subsection (a), (b) or (d) that contains or is verified by a written declaration that is made under the penalties of perjury, and that contains information that he does not believe to be true and correct as to every matter material to his compliance with all laws of the commonwealth relating to taxes, shall be subject to section 73.
DISCLOSURE STATEMENT
ACQUISITION OR DISPOSITION OF REAL PROPERTY

For acquisition or disposition of Real Property by ______________________ the undersigned does hereby state, for the purposes of disclosure pursuant to Massachusetts General Laws, Chapter 7, section 40J, of a transaction relating to real property as follows:

(1) REAL PROPERTY DESCRIPTION:

(2) TYPE OF TRANSACTION:

(3) SELLER or LESSOR:

(4) BUYER or LESSEE.

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

<table>
<thead>
<tr>
<th>NAME</th>
<th>RESIDENCE</th>
</tr>
</thead>
</table>

(6) None of the above mentioned persons is an employee of the Division of Capital Asset Management or an official elected to public office in the Commonwealth except as listed below.

(7) This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named above. If this form is signed on behalf of a corporation or other legal entity, it must be signed by a duly authorized officer of that corporation or legal entity. The undersigned acknowledges that any changes or additions to items 3 and or 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Asset Management and Maintenance within thirty (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: ______________________

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CITY OF QUINCY

REQUEST FOR PROPOSALS

LEASE OF OFFICE SPACE

The South Coastal Career Development Administration (SCCDA), acting in its capacity as Fiscal Agent to Thomas P. Koch, Mayor, City of Quincy, is seeking to lease office space in the Hanover to Plymouth Route 3 Corridor, MA.

A. The SCCDA is the lead public agency in a collaborative public/private effort to administer the Workforce Innovation and Opportunity Act for twenty-two communities in the south shore region of Massachusetts. The SCCDA operates Career Centers in Quincy and the south shore region and provides services and programs to job seekers and employers.

MINIMUM CRITERIA

BIDDER BACKGROUND

The bidder must have clear title to the property in question which may include a valid mortgage, which is not in default or in danger of default.

The City Reserves the right to require a financial statement from bidder to demonstrate financial stability. Proposals may be rejected from those in bankruptcy or experiencing other precarious financial circumstances if deemed in the best interest of the City. The City, through its Purchasing Agent, reserves sole discretion to determine whether a bidder’s financial circumstances are acceptable.

Proposals will be accepted only from owners or from agents who have a sole right to sell or lease the property. Agents acting on behalf of owners must submit with their bid an authorization form executed by the owner(s) of record.

Proposers must certify tax compliance with all local, state and federal entities.
SPECIFICATIONS

A. Location
1. The site must be in the Hanover to Plymouth Route 3 Corridor. Proximity to public transportation and Route 3 is highly desirable.
2. Off street parking must be available.

B. Premises
1. Proposed space must be handicapped accessible in all areas in accordance with the ADA of 1990 (P.L. 101-336).
2. The site must contain space suitable for use as a primary office for the SCCDA; prefer one floor, self-contained for use as an office. The space must allow for a minimum of 2-4 mini offices (approximately 8x8); 1 conference room capable of accommodating/seating 25 people; one computer lab capable of accommodating/seating 12 people; one kitchen with a working sink and space for tables seating 4-6 people, a standard refrigerator, a sink area, space for a microwave oven, space for shelving for supplies; a visitor reception area; and one additional enclosed space for office supplies.
3. Any necessary build-out will be the responsibility of the bidder.
4. The proposed space must have a minimum of 2,000 square feet and a maximum of 4,000 square feet.
5. Rest rooms must be on the same floor and it is highly desirable that restroom accommodations be separate for employees and the general public.
6. The building must have an elevator suitable for handicapped access, if not on street level.
7. The site must be amenable to having the prominent “South Shore Career Center” sign displayed on the building’s exterior, or in the building’s foyer.
8. The tenant should have the right to install wiring for computers, internet, etc. prior to occupancy.

C. Compliance with Applicable Laws and Ordinances
The bidder shall have the town Building Department certify compliance with all applicable zoning laws, handicapped access laws, building codes and other local regulations prior to the signing of a lease. Modifications that are required in order to comply with such law must be indicated, along with anticipated completion dates at a cost borne by bidder.

All permits, municipal and other, related to renovations and occupancy must be secured and paid for by the bidder.

D. Utilities and Services
The proposal must specify utilities and services included in rent. Price proposal must include estimated annual cost of any utilities to be borne by the Lessee. NOTE: Phone and computer
needs will be the responsibility of the Lessee and, therefore, should not be included in the price proposal.

TERMS AND CONDITIONS

Term of Lease

SCCDA and the City of Quincy shall lease the space for a minimum of three (3) years, with an option to renew. Term of lease is subject to approval of City Council of the City of Quincy.

The premises must be ready for occupancy on November 1, 2017. This means all construction should be completed and all required permits obtained no later than October 18, 2017.

Right of Inspection

The property must be available for inspection by the SCCDA in the planning of renovations and in their construction. The SCCDA shall have the right to inspect the premises during renovations to insure that its needs are being met as per the agreement.

References

Proposer must provide references for current tenants of space provided and for the past two years.

Additional information

The successful bid proposal will be accepted by the City and a lease agreement entered into subject to annual federal government funding.

The City will not be required by the proposer to make a security deposit.

If the proposal is for the City to lease premises which have common areas with other tenants, security services must be provided.
Technical Proposal Content

Your proposal must include the following items as well as meet the other minimum criteria in this proposal. This checklist is provided only as a convenience and should not be considered as a complete or final list.

1. Describe the location fully. State how it meets all specifications.
2. Give the address of the property and when it may be inspected.
3. State normal operating hours of the building.
4. State how many square feet are available and the current floor plan if applicable. State how many offices are available if any and the number of square feet in each.
5. A floor plan must be included.
6. Are there any unique features or “extras” that go with the site? Please describe.
7. Does the building offer security services? Please describe.
8. Verify that the SCCDA will be able to occupy a functioning site on dates specified.
9. Do any renovations need to be done prior to occupancy?
10. Do any renovations need to be done after occupancy?
11. Is any furniture included in the proposal?
12. Is there a separate meter for utilities?

Technical and Price proposal

Five copies of technical proposal are to be in a sealed envelope marked “Technical Proposal”. Five copies of price proposal are to be in a separately sealed envelope marked “Price Proposal”.

Submission Instructions

Please submit one original and five copies of each technical and price proposals to:
Quincy City Hall
Purchasing Dept. Kathryn R. Logan
1305 Hancock St.
Quincy, Massachusetts 02169

All questions regarding this bid should be directed to Kathryn R. Logan, Purchasing Agent through fax: 617-376-1074 and email: purchasing@quincyma.gov. Questions will be accepted until September 8, 2017 at 12:00 p.m.
CRITERIA FOR EVALUATION OF PROPOSALS

Highly Advantageous: 11-15 points  
Acceptable: 1-5 points

Advantageous: 6-10 points  
Unacceptable: 0 points

Location of the Site

Highly advantageous: Less than ½ mile from public transportation.  
Advantageous: Between ½ and ¾ mile from the Hanover/Plymouth Route 3 Corridor and/or other public transportation.  
Acceptable: Between ¾ and 2 miles from the Hanover/Plymouth Route 3 Corridor and/or other public transportation

Suitability of the space

Highly advantageous: All space is in one building on one floor  
Acceptable: All space is in one building

Parking

Advantageous: 40+ off-street parking spaces available  
Acceptable: Limited off-street parking available  
Unacceptable: No off-street parking available

Availability

Acceptable: Office is available for use seven (7) days a week from 7:30 a.m. through 9 p.m. without interruption  
Unacceptable: Office is not available for use from 7:30 a.m. through 9:00 p.m.

Ability to have the facility ready for occupancy by dates specified

Advantageous: All construction will be completed and the building will be ready for occupancy on October 1, 2017  
Acceptable: All construction will be completed and the building will be ready for occupancy on November 1, 2017  
Unacceptable: Construction will not be completed and the building will not be ready for occupancy by October 1, 2017 or November 1, 2017
Price Proposal

Lease of office space

**Year One**

- Cost per square foot:  
  - Annual Cost:  
  - Taxes, if applicable:  
  - Annual utilities to be paid by tenant:

**Year Two**

- Cost per square foot:  
  - Annual Cost:  
  - Taxes, if applicable:  
  - Annual utilities to be paid by tenant:

**Year Three**

- Cost per square foot:  
  - Annual Cost:  
  - Taxes, if applicable:  
  - Annual utilities to be paid by tenant:

____________________________________________________

Signature   Date

____________________________________________________

Printed Name

____________________________________________________

Company Name

____________________________________________________

Company Address

____________________________________________________

Email Address

*If you have received this bid from either the City of Quincy Website or through an email it is your responsibility to check for addenda (at www.quincyma.gov) before you turn in your proposal. The City of Quincy will not be responsible for bids received omitting addenda acknowledgement.*