



SHREWSBURY
DEVELOPMENT
CORPORATION

SHREWSBURY DEVELOPMENT CORPORATION
REQUEST FOR QUALIFICATIONS AND PROPOSAL
RFP - SDC 2010-2

Consulting Development Services

April 2010

Michael Hale
Shrewsbury Development Corporation
100 Maple Avenue
Shrewsbury, Massachusetts 01545

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I. REQUEST FOR QUALIFICATIONS AND PROPOSALS

The Shrewsbury Development Corporation (SDC) seeks to designate a consulting developer of land on South Street and U.S. Route 20. This Request for Qualifications and Proposals (RFP) describes the property, the SDC's objectives and requirements for its development, and the requirements for submitting a proposal.

All inquiries should be directed to:

Michael Hale, Assistant Town Manager
Municipal Office Building
100 Maple Avenue
Shrewsbury, MA 01545
(508) 841-8508

Deadline The deadline for delivery of proposals is 2:00 p.m., April 23rd, 2010, at which time all proposals received will be opened. Proposals received after the delivery deadline shall be rejected and returned, unopened, to the sender. Proposers must deliver one original and five copies of the non-price proposal and one original of the price proposal; see Section VII, Submission Requirements. If the Municipal Office Building is closed at the time of the delivery deadline due to uncontrolled events such as fire, wind, or building evacuation, the proposal opening will be postponed until 2:00 p.m. on the next normal business day. Proposals will be accepted until that date and time.

Review and Selection Process The SDC intends to make a preliminary consulting developer designation within 30 days of the deadline for submission of proposals and may, at its discretion, hold interviews with the Proposers during the review process. All proposals must remain valid for a minimum of 90 days.

Communications All communications regarding this RFP must be made with Michael Hale, Assistant Town Manager, serving as liaison for the SDC.

Access to Public Documents, Records and Data Proposers seeking a copy of the Shrewsbury Zoning Bylaw, Rules and Regulations of Subdivision Control, and other development regulations or policies may obtain them at <http://www.shrewsbury-ma.gov/department/?fDD=11-0>.

For specific information about the property to be developed, see <http://www.shrewsbury-ma.gov/egov/docs/1219950818204.htm>.

Requests for specific information concerning the subject property should be directed in writing to Mr. Hale, not to Town departments. Upon request and by prior appointment with Mr. Hale, Proposers may inspect records and property data in the town's possession. The SDC and the Town of Shrewsbury do not attest or certify to the accuracy of available data.

II. TIME SCHEDULE

The SDC intends to adhere to the following general timetable, which should result in a selection of a consulting developer, contingent upon Town Meeting approval, by May 7, 2010.

Issue RFP	April 6, 2010
Closing Date for Questions	April 16, 2010
Closing Date for Submittal of Proposals	April 23, 2010
Interview Finalists	April 30, 2010
Notify Chosen Consulting Developer Contingent on Town Meeting Approval	May 7, 2010
Town Meeting Vote on Appropriation	May 17, 2010

This RFP is posted on the Town of Shrewsbury website at:
<http://www.shrewsbury-ma.gov/egov/docs/1219950818204.htm>.

III. TERMS AND CONDITIONS

Where the following words or phrases appear in this RFP, they shall have the meanings defined below:

CenTech Park North: The 60+ acre parcel formerly known as the Allen Property located between routes 9 and 20 on South Street in Shrewsbury, MA.

Consulting Developer of Record: The Proposer receiving designation as the consulting developer for the CenTech Park North property.

Predevelopment Costs: Appraisals, surveys, development consultants, environmental testing, wetlands delineation, market or feasibility analysis, traffic studies, marketing or pre-leasing materials, topographic mapping, preliminary architectural or engineering plans, historic preservation or archaeological studies, legal organization or titles.

Some preliminary development studies have already been performed and are listed at <http://www.shrewsburydevelopment.com/sitePlans/sitePlans.htm> and are referenced in the Allen Property Master Plan.

Project: The development and use of CenTech Park North for purposes approved by the Shrewsbury Board of Selectmen under Section 20 of Chapter 493.

Proposer: The entity submitting a proposal in response to this RFP.

Shrewsbury Development Corporation (SDC): An economic development and industrial corporation established under Chapter 493 of the Acts of 2002 as a public instrumentality separate from the town of Shrewsbury. See <http://www.mass.gov/legis/laws/seslaw02/sl020493.htm>.

Town: The Town of Shrewsbury.

By responding to this RFP, proposers agree to the following conditions:

General

The SDC reserves the right to reject any proposal which, in its judgment or that of the Assistant Town Manager, fails to meet the requirements of this RFP or which is incomplete, conditional or obscure, or which contains additions or irregularities, or in which errors occur. The SDC reserves the right to waive minor discrepancies, to permit a Proposer to clarify such discrepancies, and to conduct discussions with all qualified Proposers in any manner necessary to serve the best interests of the SDC or the Town. The SDC also reserves the right to designate a consulting developer based on written proposals received, without prior discussions, and to reject any and all proposals if deemed in the public interest to do so. Any fees or other expenses associated with the RFP process are solely the responsibility of Proposers. All information contained in this document is accurate to the knowledge of the SDC.

Incurred Expenses

The SDC and Town of Shrewsbury are not responsible for any expenses which may be incurred by those answering this RFP in preparing and submitting proposals in response to this solicitation.

Conflicts of Interest

Proposals shall identify any conflicts of interest and describe how it proposes to resolve these conflicts.

Ownership of Documents

All proposals, response inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits and other documentation submitted by proposer shall become the property of the SDC when received.

Insurance Requirements

The selected consulting developer shall provide proof of insurance for the following:

1. Comprehensive general liability @ \$1,000,000 per occurrence/\$2,000,000 aggregate;
2. Workers Compensation @ statutory;
3. Professional liability @ \$1,000,000.

The contractor must provide to the SDC a certificate from the consulting developer's insurance company.

IV. QUESTIONS

Questions should be submitted no later than noon on April 16, 2010 to Michael Hale, Assistant Town Manager for the Town of Shrewsbury only. E-mail submission of questions is preferable (mhale@th.ci.shrewsbury.ma.us), but questions will be accepted by mail or facsimile. The SDC will decide whether an answer can be given before the closing date, based on the availability of time to research and communicate an answer. Responses to questions received will be distributed to all individuals or firms that requested the RFP.

V. PROPERTY DESCRIPTION

Size and Location The property involves eight parcels of land containing a combined total of 60 acres, more or less, with approximately 720 feet of frontage on South Street and approximately 325 feet of frontage on U.S. Route 20 in Shrewsbury. A conceptual site plan showing eight parcels of land for maximum build-out of the property divided into two separate sub-districts can be viewed at: http://www.shrewsburydevelopment.com/Site_Plan.pdf.

Ownership All of the parcels are owned by the Town of Shrewsbury.

Zoning The property is zoned for Office/Research and Flexible Development, which provide for best-fit uses of Office and Administration, Research and Development, Laboratory, Accessory Manufacturing, Training Centers, Healthcare, or Assisted Living. Since Shrewsbury has adopted the state's Expedited Permitting Law, M.G.L. c. 43D, the site can be permitted within six months. See bylaws for permitted uses.

Buildings and Improvements The property is vacant except for two agricultural outbuildings on South Street.

Utilities Electricity, public water and natural gas are available at the property line. Town sewer service is located approximately 1,000 feet from the property on South Street.

Utility Constraints In 2003, the Town signed an Administrative Consent Order with DEP because the town is withdrawing groundwater in excess of its permitted maximum under the Water Management Act. All of Shrewsbury's public water supplies withdraw water from the Blackstone River basin, but wastewater is discharged to a sewage treatment facility in Westborough, i.e., in the Concord River basin. The Town's ability to increase its water withdrawal permit hinges on whether per capita consumption can be reduced in accordance with DEP regulations under the Interbasin Transfer Act.

Current Use The property is substantially undeveloped with the exception of two outbuildings, which are currently under lease.

Surrounding Uses The property abuts commercial and industrial uses on U.S. Route 20 and residential neighborhoods to the west, accessible from Cherry Street. Land uses north of the property along both sides of South Street are predominantly office and industrial, interspersed with remnants of agricultural activity and multi-family development.

VI. PROJECT HISTORY AND DEVELOPMENT OBJECTIVES

Background Information In September 2002, the Town of Shrewsbury acquired the property described in this Request for Proposals. The land had been owned and farmed by successive generations of the same family for more than 270 years. Owing to the property's historical and economic importance to the Town, its anticipated development for 300 housing units caused significant concern for abutters and the community as a whole. The Shrewsbury Master Plan (2001) identified the Allen property and surrounding parcels as land suitable for office-research development. However, the requisite zoning changes had not yet occurred when the Town was notified, pursuant to G.L.c.61A, that the owners intended to sell the land for residential use. The Town elected to exercise its right of first refusal to acquire 49 acres and purchased the remaining 11 acres by negotiation.

The same town meeting that voted to acquire the Allen property also amended the zoning bylaw. In addition, town meeting approved a home rule petition to establish the Shrewsbury Development Corporation. The legislature subsequently enacted Shrewsbury's petition and the SDC Board of Directors was appointed in February 2003.

CenTech Park North abuts the 400,000 sq. ft. Charles River Laboratories Center of Excellence Office and Research Facility. Across the street are the 500,000 sq. ft. administrative offices of the University of Massachusetts and the manufacturing facility of Seagate Technology. The Park's newest neighbor is Valeritas, a developer of medical technologies such as insulin delivery systems.

With easy access to Route 9 restaurants and businesses and MBTA commuter rail service only two miles away, the CenTech Park North is an ideal location for commuting employees. For employees looking to relocate, the Town of Shrewsbury is recognized as a premier place in which to live. It provides excellent town services, the recreational Lakeway district, and award-winning, high-performing public schools.

In 2008, the Town of Shrewsbury received a Chapter 43D planning grant and developed and approved the following:

1. CenTech Park North ("Allen Property") Master Plan
2. Flexible Development Overlay District zoning with best-fit uses:
 - Office and Administration
 - Research and Development
 - Laboratory
 - Accessory Manufacturing
 - Training Centers
 - Healthcare
 - Assisted Living
 - Limited Industrial
3. Conceptual Design including flexible build-out options

4. Preliminary Engineering Evaluations

These are available at www.shrewsburydevelopment.com.

Development Objectives The successful Proposer will assist the SDC and the Town in creating infrastructure, including the construction of roadway(s), and installation of water, sewer, and electrical utilities necessary to provide pad-ready sites for development. This development will help the SDC achieve several public objectives for the Project, including:

- Increase and strengthen Shrewsbury's commercial/industrial tax base.
- Yield pad-ready sites to attract and retain viable businesses.
- Create new, high-quality jobs.
- Protect the site's environmental resources, e.g. open space, streams and wetlands.
- Facilitate development that respects the interests of adjacent landowners.

In furtherance of the Project and the objectives of Chapter 493, the SDC will maintain appropriate control of the development Project by selecting a consulting developer whose goals and objectives align with the Town's, by executing agreements that fulfill those goals, and by monitoring consulting developer performance through completion of the Project.

The SDC's specific responsibilities include but are not limited to the following:

- Review proposals received in response to this RFP.
- Designate a Consulting Developer of Record.
- Negotiate and execute a Land Disposition Agreement, if and as necessary, between the Shrewsbury Board of Selectmen and the SDC.
- Negotiate and execute a Land Disposition Agreement or other form of agreement, if and as necessary, between the SDC and a designated developer.
- Review recommendations by designated consulting developer regarding the master plan for the property and present recommendations to the Board of Selectmen for its approval under Section 20 of Chapter 493.
- Maintain oversight of the master plan as set outlined in the Land Disposition Agreement and other agreements that may be executed by the Town, SDC and the Consulting Developer of Record.
- Apply for any Federal & State funding opportunities (PWED, CDAG, and EDA) pursued by designated consulting developer.
- Apply for State & Local permits pursued by the designated consulting developer.
- Oversee the Town's design for a Sewer Extension to the property.
- Review monthly reports from consulting developer to monitor progress and performance.

The successful proposer's specific responsibilities include but are not limited to the following:

- Pursue and obtain Federal & State Grant and/or Loan Funding Opportunities
- Manage Filings & Submissions Related to MEPA
- Review the Town's design for a Sewer Extension to the property.

- Complete Site Survey and various schematic designs for roadway and lot development options.
- Obtain all required permits and approvals.
- Work with various utilities and Town departments for site preparation and installation.
- Manage construction of roadway networks and sub-surface utilities in accordance with Town and consulting developer's designs and the master plan approved by the Board of Selectmen.
- Assist in Development and/or Sale of parcels or entire property.
- Provide monthly reports to the SDC including project milestones and their status.

Other Resources The SDC, acting for or in conjunction with the Town, may serve as the applicant for economic development or infrastructure grants prepared by the Consulting Developer of Record, or provide other forms of assistance, to further the public objectives of the Project.

VII. PROPOSAL SUBMISSION PROCEDURES & REQUIREMENTS

Proposals must be submitted in two (2) packages according to the instructions below. The SDC intends to consider responses in the evaluation requirements before considering costs; therefore, no references to pricing may be made in the proposal of evaluation considerations. Proposals must be received no later than 2:00 p.m., April 23rd, 2010.

A sealed package containing the original and five copies of the proposal must be labeled “Non-Price Proposal: RFP – SDC 2010-2” and sent to:

Shrewsbury Development Corporation
c/o Michael Hale, Assistant Town Manager
Municipal Office Building
100 Maple Avenue
Shrewsbury, MA 01545

A sealed package containing the original signed price proposal (Bid Form) must be labeled “Price Proposal: RFP – SDC 2010-2” and sent to:

Shrewsbury Development Corporation
c/o Michael Hale, Assistant Town Manager
Municipal Office Building
100 Maple Avenue
Shrewsbury, MA 01545

All proposals received by the deadline will be opened, recorded and reviewed in accordance with Section VIII of this RFP. Late proposals will be rejected and returned, unopened, to the sender. Proposals may be corrected or modified prior to the deadline, but not thereafter, by submitting one original and five copies of the corrected or modified sections of the proposal in a sealed envelope, clearly marked “-Revised Proposal: RFP – SDC 2010-2.” Proposals may be rescinded or withdrawn prior to the deadline, but not thereafter, by written notice to the SDC, ATT: Mr. Hale.

In accordance with G.L. c.30B, Section 6, proposals will not be made public until the evaluation process is finished. The SDC expects to make a consulting developer designation within 30 days of the proposal submission deadline. This designation is subject to approval by Town Meeting in May 2010 for appropriation. All Proposers will be notified in writing of the SDC’s decision. See also, Section I: Request for Qualifications and Proposals.

Non-Price Proposals must contain the following information:

- **Cover Letter:** Transmittal letter signed by the authorized principal(s) of the Proposer.
- **Proposer Qualifications:** Identify all individuals of the proposed Project team. If the Proposer is a joint venture or similar collaboration, a copy of the joint venture or other agreement must be included which describes the Proposer's organizational structure and chain of command. Identify the key personnel to be assigned to the Project and provide a written job description for each one's respective role in the Project. Attach a narrative of no more than ten pages with a description of the Proposer's relevant previous experience, in particular, projects that reflect a history of the working relationship of the proposed Project team. Proposers are encouraged to include their standard firm description or other marketing materials as exhibits, including, but not limited to, resumes of the key personnel identified above.
- **Comparable Project Experience & References:** Identify development projects of comparable type and scale, carried out in the Commonwealth of Massachusetts between 2000-present, and provide the name, address and telephone number of a contact person for each project. The SDC reserves the right to communicate with contact persons listed by the Proposer and with others who may have knowledge of these projects.
- **Comparable Grant Experience:** Identify development projects of comparable type and scale, carried out in the Commonwealth of Massachusetts between 2000 and present, and provide the type of grant and amount awarded.
- **Project Schedule:** Submit a proposed project schedule for the development of CenTech Park North. The project schedule shall include, at minimum, the following information:
 - Research and Preliminary Site Planning
 - Grant Opportunities and Applications
 - Permitting Requirements and Assistance
 - Utilities (Sewer Extension) Design Review
 - Roadway Design & Construction
 - Construction Management
- **Current/Recent Development Projects in Shrewsbury's Region:** List all current residential, commercial or industrial development projects in which the Proposer is actively engaged, and all recent development projects (completed between 2000 and the present) that the Proposer has completed, including contact names. For both, please list only projects within a 30-mile radius of the Town of Shrewsbury.
- **Commitment of Funds to Eligible Predevelopment Costs:** Identify amount, if any, committed to predevelopment costs and source/s of predevelopment funds.

- **Description of Other Real Estate:** The proposal shall include a description of other real estate owned by the Proposer or lead organization. This information shall be provided by all principals showing real estate interests, whether personally held or through partnerships, trusts, etc., except for REITS.

VIII. PROPOSAL REVIEW & DESIGNATION PROCESS

Introduction The SDC will inspect all proposals received by the proposal delivery deadline in order to verify that they are responsive to this RFP. Based directly upon the Proposer's response to mandatory and comparative criteria requirements, the SDC will rank the RFP evaluation responses. Proposers must meet or exceed the mandatory criteria requirements or they will be rejected as non-responsive.

After all the proposals have been assigned ratings on the basis of each evaluation criterion, the Selection Committee will establish a composite rating. Submittals will be ranked based upon final composite ratings. After the SDC identifies the most advantageous non-price proposal, price proposals will be opened and reviewed. The SDC will designate a consulting developer based upon the most advantageous proposal received, considering evaluation rankings and price proposals.

Minimum Criteria for Responsive Proposals The following responsiveness criteria will determine whether a proposal is eligible for full review.

- The proposal is complete and conforms to all of the proposal submission requirements set forth in Section VII of this RFP.
- The proposal contains evidence that the Proposer has at least five consecutive years of commercial and industrial development experience in the Commonwealth of Massachusetts.
- The proposal contains evidence of at least two commercial or industrial developments managed in the Commonwealth of Massachusetts since 2000, at least one of which shall have been in partnership with a municipality or non-profit organization.

Non-Price Proposal Review Criteria Non-price proposals deemed responsive to this RFP will be reviewed for their competitiveness under several criteria that are important to the SDC and the Town. The following criteria will be considered during the review process, as described more fully under "Evaluation System."

- Alignment of Proposer's mission and goals with those of the SDC and the Town.
- Substantial zoning experience in Massachusetts.
- Experience working with and/or on behalf of municipalities in Massachusetts.
- Demonstrated track record of writing, obtaining and managing federal or state grants.
- Demonstrated experience with preparing and/or reviewing master plans for sites comparable to CenTech Park North.
- Demonstrated experience in market analysis.
- Record of success in developing and managing similar projects.
- Demonstrated knowledge of applicable environmental laws, including but not limited to MEPA, the Massachusetts Wetlands Protection Act, and Title V of the Massachusetts Environmental Code.
- Favorable references
- Evidence of financial capacity to carry out the Project.
- Demonstrated understanding of consulting developer's responsibilities to the SDC.
- Desirability of proposed consulting services Project Schedule.

- Demonstrated ability of development team to achieve Project milestones in a timely manner.

Non-Price Proposals; Evaluation System The comparative review criteria will be applied to each proposal by the use of rating categories as set forth by M.G.L. Chapter 30B:

- Highly Advantageous – The Proposer’s submittal meets all the stated requirements and offers significant performance above the stated requirements.
- Advantageous – The Proposer’s submittal meets the stated requirements without risk or disadvantage.
- Not Advantageous – The Proposer’s submittal contains some risk or disadvantage but is not unacceptable.
- Unacceptable – The Proposer’s submittal fails to meet the standards of the stated requirements.

1. Community Partnership Experience with Massachusetts Cities and Towns.

Considerations: the degree to which the Proposer’s past community partnership experience in Massachusetts exceeds the minimum requirements stated above.

Rating	Standard
Highly Advantageous	Proposer has successfully consulted on and/or managed at least two development projects in partnership with a community in Massachusetts.
Advantageous	Proposer has successfully consulted on and/or managed at least one development projects in partnership with a community in Massachusetts.
Not Advantageous	Proposer has carried out one development project in partnership with a community in Massachusetts but in a manner unsatisfactory to local officials in the host city or town.
Unacceptable	Proposer has failed to complete a development project in partnership with a community in Massachusetts.

2. Comparable Development Plan Experience.

Considerations: the degree to which the Proposer’s experience exceeds the minimum criteria and the Proposer’s prior track record.

Rating	Standard
Highly Advantageous	Proposer has successfully consulted on and/or managed more than three commercial or industrial development projects in Massachusetts since 2000, at least two of comparable scale and complexity to the Project.
Advantageous	Proposer has successfully consulted on and/or managed at least two commercial or industrial development projects in Massachusetts since 2000, at least one of comparable scale and complexity to the Project.
Not Advantageous	Proposer has completed one commercial or industrial development project in Massachusetts since 2000, comparable to the scope and complexity to the Project.
Unacceptable	Proposer has not managed any commercial or industrial development projects in Massachusetts since 2000, or has managed one or more such projects but none of comparable scale and complexity to the Project.

3. Comparable Grant Award Experience.

Considerations: the degree to which the Proposer’s experience exceeds the minimum criteria and the Proposer’s prior track record.

Rating	Standard
Highly Advantageous	Proposer has been awarded grants for more than three commercial or industrial development projects in Massachusetts since 2000, at least two of comparable scale and complexity to the Project.
Advantageous	Proposer has been awarded grants for at least two commercial or industrial development projects in Massachusetts since 2000, at least one of comparable scale and complexity to the Project.
Not Advantageous	Proposer has been awarded grants for one commercial or industrial development project in Massachusetts since 2000, comparable to the scope and complexity to the Project.
Unacceptable	Proposer has not been awarded grants for any commercial or industrial development projects in Massachusetts since 2000, or has managed one or more such projects but none of comparable

scale and complexity to the Project.

4. Experience of the Development Team.

Considerations: the degree to which key personnel of the proposed Project team have previously collaborated on similar development projects, and the commercial and industrial development experience of development team members, including zoning and environmental permitting experience.

Rating	Standard
Highly Advantageous	Three or more of the proposed Project team members identified successfully collaborated on at least two of the commercial or industrial development projects identified.
Advantageous	Two of the proposed Project team members identified on successfully collaborated on at least two of the commercial or industrial development projects identified.
Not Advantageous	Proposed members of the Project team members identified on have collaborated on one or more commercial or industrial development projects other than those identified.
Unacceptable	The proposed Project team members identified have not previously collaborated on a commercial or industrial development project similar in scope and size to this Project.

5. Desirability of Project Schedule.

Considerations: The degree to which the consulting services Project Schedule demonstrates feasibility, sufficient support to the SDC and town departments, and timely results.

Rating	Standard
Highly Advantageous	The project schedule shows more than adequate attention to detailed site planning, grant opportunities, permitting, sewer design review, roadway design & construction, and management of the development.
Advantageous	The project schedule shows adequate attention to detailed site planning, grant opportunities, permitting, sewer design review,

roadway design & construction, and management of the development.

Not Advantageous The project schedule shows less than adequate attention to detailed site planning, grant opportunities, permitting, sewer design review, roadway design & construction, and management of the development.

Unacceptable The project schedule does not include steps for one or more of the following: detailed site planning, grant opportunities, permitting, sewer design review, roadway design & construction, and management of the development.

6. Consulting Developer of Record Designation.

Following the proposal review process, the SDC expects to choose a successful Proposer. The successful Proposer may be required to submit clarifying or supplemental information as may be required by the SDC. Should the successful Proposer be unable to supply the requested information within the time frame allotted by the SDC, the SDC may reject the proposal.

If the proposal is rejected, the SDC retains the option to take one of the following actions:

- Consider the next highest ranked proposal.
- Reject all proposals.

The Consulting Developer of Record is responsible for site design, substantially in accord with the current conceptual site plan, environmental assessment and topography surveys in preparation for construction. The Consulting Developer of Record is responsible for assistance in creating the infrastructure, including the construction of roadway(s), and installation of water, sewer, and electrical utilities necessary to provide pad-ready sites for development substantially in accord with the master plan and the town-produced design for Sewer Extension to the property. Thereafter, the SDC and the Consulting Developer of Record may negotiate and enter into a mutually acceptable agreement/s. The agreement/s may be reviewed by counsel designated by the SDC.

Appendix A – Certificate of Non-Collusion

Under Massachusetts General Laws C. 40, 4B 1/2, the following Certification must be provided:

“The undersigned certifies under the penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in any of these sections the word “person” shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.”

(Please Print) _____

Name of person signing proposal

Signature of person signing proposal

Date

Title

Address & Zip Code

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

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

Appendix B – Certificate of Tax Compliance

Date: _____

Pursuant to M.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 Local Taxes Required under Law.

Company Name

Street and No.

City or 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.

Authorized Signature

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

Appendix C – Respondent Entity Disclosure Statement

(page 1 of 3)

Give full names and residences of all persons and parties interested in the foregoing proposal:

(Note: 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 _____	_____	_____

If a Partnership

Full names and address of all partners:

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

BUSINESS ADDRESS	ZIP CODE	TEL. #
_____	_____	_____

If a Corporation

(page 2 of 3)

Full Legal Name:

State _____ of _____ Incorporation:

Principal Place of Business: _____ ZIP CODE _____

Qualified in Massachusetts: Yes _____ No _____

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

Give the following information regarding Surety Company:

Full Legal Name of Surety Company:

State of Incorporation: _____

Principal Place of Business:

Admitted in Massachusetts: Yes _____ No _____

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

NOTE: The Office of the Attorney General, Washington, D.C. requires the following information on all proposals amounting to \$1,000.00 or more.

E.I. Number of Proposer _____

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN," U.S. Treasury Department Form 941.

Authorized Signature of Proposer:

_____ Title: _____

Date: _____

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

