



*The Commonwealth of Massachusetts*  
*Executive Office for Administration and Finance*  
*Division of Capital Asset Management and Maintenance*  
*One Ashburton Place*

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CAROL W. GLADSTONE  
COMMISSIONER

May 21, 2018

**RECEIVED**

MAY 24 2018

**TOWN OF WEBSTER  
BOARD OF SELECTMEN**

Chair  
Board of Selectmen  
Town of Webster  
350 Main Street  
Webster, Massachusetts 01570

**RE: Commonwealth's Search for Lease Space**

Dear Sir or Madam:

We wish to notify you that the Division of Capital Asset Management and Maintenance has issued a Request for Proposals (RFP) seeking to lease space in your community as summarized below:

**Location:** Brimfield, Brookfield, Charlton, Dudley, East Brookfield, Holland, North Brookfield, Oxford, Southbridge, Spencer, Sturbridge, Wales, Warren, Webster, or West Brookfield

**Type of Space:** Client Service and Administrative Office

**Amount of Space:** Approximately 8,200 square feet of Usable Area

**For Use By:** Department of Transitional Assistance

**Project Number:** 201702400.1

The deadline for submission of proposals is June 13, 2018 at 2:00 p.m. The RFP can be viewed at [www.commbuys.com](http://www.commbuys.com) under "Contract & Bid Search." Please see the enclosed instructions to locate the RFP. You may also email [leasing.dcam@state.ma.us](mailto:leasing.dcam@state.ma.us) or call 857-204-1355 to request a copy of the RFP, referencing the agency name and project number in your request.

Sincerely,

Martha Goldsmith  
Director, Office of Leasing and State Office Planning

Enclosure

cc: Jerome McDermott, DCAMM  
Matthew Cocciardi, DCAMM





Bid Solicitation: BD-18-1019-DCP06-OOL01-26842

**Header Information**

**Bid Number:** BD-18-1019-DCP06-OOL01-26842  
**Purchaser:** Marjorie A. Williams  
**Department:** DCP06 - Office of Leasing  
**Fiscal Year:** 18  
**Alternate Id:** Contact David Devine at (857)204-1804  
**Info Contact:** Open Market  
**Purchase Method:** Open Market

**Description:** Project # 201702400.1 Department of Transitional Assistance - Brimfield, Brookfield, Charlton, etc.  
**Organization:** Division of Capital Asset Management and Maintenance  
**Location:** OOL01 - Office of Leasing  
**Type Code:**  
**Required Date:**  
**Bid Type:** OPEN

**Allow Electronic Quote:** No  
**Available Date :** 05/03/2018 02:00:00 PM  
**Informal Bid Flag:** Yes

**Bid Opening Date:** 06/13/2018 02:00:00 PM

**Pre Bid Conference:**

**Bulletin Desc:** This RFP seeks approximately 8,200 square feet of usable area in Brimfield, Brookfield, Holland, North Brookfield, Oxford, Southbridge, Spencer, Sturbridge, Wales, Warren, Webster, or West Brookfield

**Ship-to Address:**

David Devine  
 1 Ashburton Place, 14th Floor  
 Room 1411  
 Boston, MA 02108  
 US  
 Email: david.devine@state.ma.us  
 Phone: (857)204-1804

**Bill-to Address:**

David Devine  
 1 Ashburton Place, 14th Floor  
 Room 1411  
 Boston, MA 02108  
 US  
 Email: david.devine@state.ma.us  
 Phone: (857)204-1804

**Print Format:**

**File Attachments:**

Warning  
 Request for Proposals (RFP) and Cover Memorandum  
 Space Allocation and Finish Schedule  
 Technical Exhibits  
 Lease Proposal  
 Office Lease  
 Estoppel Certificate  
 SNDA

**Form Attachments:**

**SBPP (Small Business Purchasing Program) Eligible?:** NO  
**See SBPP requirements and exceptions at [www.mass.gov/sbpp](http://www.mass.gov/sbpp) :**

**Item Information**

**Item # 1: ( 80-13 - 15 )** The premises sought through this RFP will house a DTA client service office. DTA is responsible for administering public assistance programs for the citizens of the Commonwealth. This office is expected to receive approximately 60 visitor per day.

U N S P S C Code: 8813-15  
 Lease and rental of property or building

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0	EA - Each					

**Manufacturer:**  
**Make:**  
**Brand:**  
**Packaging:**  
**Model:**

Exit