

**TOWN OF WEBSTER**  
**REQUEST FOR PROPOSALS**  
**DISPOSAL OF REAL PROPERTY**  
**FILMER ADMINISTRATION BUILDING, 41 EAST MAIN STREET**

**I. RFP SUMMARY**

In accordance with the provisions of Massachusetts General Laws, Chapter 30B, §16 the Town of Webster seeks written submissions to purchase and redevelop the so-called Filmer Administration Building (Parcel ID: 15-G-34-0). The Town-owned former School Administration Building is located at 41 East Main Street.

The 25,875 square feet parcel has 125 feet of road frontage and is situated at a prime, busy location on East Main Street. The property is zoned B-4 General Business Zoning (within the sewer district) and is surrounded by a mix of business and multi-family properties. Current assessment has the property valued at \$629,700 (\$144,400./land, \$473,400./building, \$11,900./detached).

The building is a two-story brick structure that was built around 1900. Its two stories contain a total of 6,952 square feet with 10' ceiling height, wood floors, outside plaster walls and ceiling. There is a large open hallway in the center on both floors. There is a large fill basement that contains an additional 3,476 square feet.

The Town hopes to hear from a variety of individuals and organizations who will present submissions for the redevelopment of the Business-zoned site.

Copies of this Request for Proposals (RFP) may be obtained at the Town Administrator's Office, Town Hall, 350 Main Street, Webster, Massachusetts or on our website: [www.webster-ma.gov](http://www.webster-ma.gov). The Town reserves the right to reject in whole or in part any and all submissions. This RFP may be cancelled if the Town determines that cancellation serves the best interests of the Town of Webster.

**Minimum Bid Price.** Due to the fact that the Town is seeking the best use of the Property and based upon real estate trends, a minimum bid price for the Property has been established as \$250,000.

**Submission Deadline.** Interested Developers are asked to submit an original (un-bound) and two (2) copies of their Submission to the Town Administrator's Office, by the 11:00 a.m. Monday, April 30, 2018 submission deadline.

**Site Visit.** The Town will conduct two informal session and tour of the site at 11:00 a.m. on Thursday, April 12, 2018 and 11:00 a.m. on Tuesday, April 17, 2018 The Town requests interested parties meet at the site (41 East Main Street).

**Additional Information:** The Town of Webster invites you to examine reference documents found on the Town's website: [www.webster-ma.gov](http://www.webster-ma.gov)

All inquiries regarding to this RFP shall be directed to the Town's Administrator:

Doug Willardson  
350 Main Street  
Webster, MA 01570

## II. MINIMUM TOWN REQUIREMENTS FOR SITE DEVELOPMENT

Below is a short list of conditions that are required of all submissions. Any one desiring consideration that submits a submission not meeting these "initial" minimum qualifications/requirements will be determined to be not acceptable and disqualified from any further review. At a minimum, the following conditions will be required of all Submissions:

- Price: The minimum bid price for the property is \$250,000 with the stipulations contained in this RFP.
- Apply for a building permit with 6 months of receiving ownership. Obtain a certificate of occupancy within two years of ownership.
- No adult entertainment establishments or retail of federally banned substances.
- Prospective Purchaser/Developers must be current in taxes, all water and sewer liabilities and any fines or fees on any and all real estate owned in the Town of Webster.
- The sale of the property is subject to any easements existing and required for street, sewer and water or any other public purposes within the Property or in the streets abutting the Property.
- Award of the Disposition shall be subject to the approval of the Webster Town Meeting on Monday, May 14, 2018. In no way is the Town obligated to select a developer. This Request for Submissions may be cancelled if the Town determines that cancellation serves the best interests of the Town of Webster.
- The successful Proposer will be expected to execute a Land Disposition Agreement within thirty (30) days of the delivery of the Agreement.

In addition to the minimal requirements listed above, developers are asked to consider the following while developing submissions:

- Develop the Property in a way that will esthetically enhance the neighborhood.
- Stimulate economic development within the area, including creation of new temporary construction and permanent living wage positions.

## III. SUBMISSION REQUIREMENTS

Each submission shall contain the information requested below. In order to be considered responsive, submissions must include the following:

- Required Forms and Statements. The submitted Submission should include all of the required signed state forms and statements including non-collusion, certificate of state tax compliance, if non-profit the required Disclosure of Beneficial Interest in Real Property, and a Corporate Vote (see Section IV).
- Offer to Purchase: The submission shall contain a written offer to purchase on the form included in Section V.

#### IV. STATEMENTS REQUIRED WITH SUBMISSION

All submissions shall include the following statements:

##### CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or submission has been made and submitted in good faith 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 or individuals.

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Signature of person submitting the submission

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Name of Business or Development

##### CERTIFICATE OF COMPLIANCE WITH STATE TAX LAWS

Pursuant to M.G.L. Chapter 62C, Sec. 49A, and M.G.L. Ch. 151A, Section 19A, I certify under the penalty of perjury that \_\_\_\_\_ has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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\*Signature of Individual  
Or Corporate Officer

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\*\*Social Security Number/  
Federal Identification Number

Corporate Name: \_\_\_\_\_  
(if applicable)

Name and Title: \_\_\_\_\_  
Of Corporate Officer (if applicable)

\*Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant. For all corporations, a certified copy of the vote of the Board of Directors must be provided.

\*\*Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of Massachusetts General Laws, Chapter 62C, section 49A.

**CERTIFICATE OF CORPORATE VOTE (if applicable)**

If a corporation, complete below or attach to each signed copy of a contract a notarized copy of vote of corporation authorizing the signatory to sign this contract. If attesting clerk is same as individual executing contract, have signature notarized below.

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

\_\_\_\_ held on \_\_\_\_\_  
(Name of Corporation) (Date)

At which all the Directors were present or waived notice, it was VOTED That,

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(Name) \_\_\_\_\_ (Officer) \_\_\_\_\_

of this company be and 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

(Officer)  
of the company, shall be valid and binding upon this company.

I hereby certify that I am the Clerk of the \_\_\_\_\_

that \_\_\_\_\_ is the duly elected  
\_\_\_\_\_ of said company, and that the above vote has not been  
(Officer) amended or rescinded in full force and elect as of the date of this contract.

A true copy,

ATTEST \_\_\_\_\_

## Clerk

Place of Business \_\_\_\_\_

## Corporate

Seal

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NOTARY PUBLIC

## DISCLOSURE OF BENEFICIAL INTEREST IN REAL PROPERTY

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 Asset Management (DCAM), formerly the Division of Capital Planning and Operations, as required by M.G.L. c. 7 section 40J, prior to the conveyance for the real property described below. Attach additional sheets if necessary.

1. Public Agency involved in this transaction:

\_\_\_\_\_  
(Name of jurisdiction)

2. Complete legal description of the property:

3. Type of Transaction  Sale  Lease or rental for \_\_\_\_\_ (Term)
4. Seller(s) or Lessee(s): \_\_\_\_\_  
Purchaser(s) or Lessee(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. 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 ten percent of the outstanding voting shares need not be disclosed.

Name

Address

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None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts except as listed below:

Name \_\_\_\_\_ Address \_\_\_\_\_

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6. This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency names in item 1. If this 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 Management within Thirty (30) days following the change or addition.

The undersigned swears under pains and penalties of (perjury) that this Form is completed and accurate in all respects.

Signature: \_\_\_\_\_

Printed Name:

Title:

Date:

## V. SUBMISSION FORM

### TOWN OF WEBSTER DISPOSITION OF REAL PROPERTY FORMER FILMER SCHOOL ADMINISTRATION BUILDING

Date: \_\_\_\_\_

Name and address of Individual, Corporation or other Entity submitting this submission:

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The following information shall be provided on this form.

1. The Individual, Corporation or other entity submitting this proposal agrees to meet the minimum Town requirements described in Section II.  Yes  No
2. The Prospective Developer agrees to execute a Land Disposition Agreement in substantially the form included in the Request for Submissions within thirty (30) days of delivery of such Agreement by the Town.  Yes  No
3. Briefly describe proposed use of property:  

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4. Proposed price to purchase the 41 East Main Site \_\_\_\_\_

By: \_\_\_\_\_  
Signature and Title

By: \_\_\_\_\_  
Name of Business (if applicable)