

LEGAL NOTICE
REQUEST FOR PROPOSALS

The Arlington Town Manager's Office is seeking proposals for the following:

Lease of Space B at Parmenter School Building
(RFP # 24-25)

The Arlington Town Manager's Office is requesting proposals from qualified individuals and firms for the lease of 8,632 square feet, more or less, on three floors in a historic district Building, located at 17 Irving Street for not less than \$9.00 per square foot, for a period of ten years, more or less, beginning as soon as possible.

Proposals are invited and will be received by the Purchasing Director, Town of Arlington, Massachusetts on or before **10:00 AM Friday, May 17, 2024**, at the Town Manager's/Purchasing Office, Town Hall Annex, Second Floor, 730 Massachusetts Avenue, Arlington MA 02476-4908.

Two (2) copies of the Technical Proposal shall be submitted in a sealed envelope marked RFP #24-25, TECHNICAL PROPOSAL TO LEASE PARMENTER SCHOOL SPACE B

One (1) copy of the Price Proposal shall be submitted in a sealed envelope marked RFP#24-25, PRICE PROPOSAL TO LEASE PARMENTER SCHOOL SPACE B

Proposals delivered after the appointed time and date will not be considered.

For information please contact Christine Bongiorno at 781-316-3002 or cbongiorno@town.arlington.ma.us.

The Arlington Town Manager's Office reserves the right to cancel any request for proposals, to reject in whole or in part, any and all proposals when it is deemed in the best interest of the Town of Arlington to do so.

ARLINGTON TOWN MANAGER'S OFFICE

Jim Feeney
Town Manager

April 17, 2024

REQUEST FOR PROPOSALS PACKET

FOR THE LEASE OF SPACE B

17 IRVING STREET

TOWN OF ARLINGTON, MASSACHUSETTS

April 17, 2024

REQUEST FOR PROPOSALS

FOR LEASE OF SPACE B
17 IRVING STREET
TOWN OF ARLINGTON, MASSACHUSETTS

TABLE OF CONTENTS

I.	Introduction	4
II.	Goals	4
III.	Required Submittals	5
IV.	General Procedures	7
V.	Evaluation Procedures	8
VI.	Minimum Quality Criteria	9
VII.	Comparative Quality Evaluation Criteria.....	9
VIII.	Rent Evaluation Criterion	11
IX.	Rule for Award of Lease.....	11
X.	Lease Terms	11

Forms

Disclosure of Beneficial Interests Statement
Certificate of Non-collusion
Certificate of Tax Compliance
References
Rent Proposal
Zoning Compliance Statement
Proposed Changes to Model Lease

Attachments:

Model Lease
Floor and Site Plans
Proposal Cover Sheet

REQUEST FOR PROPOSALS

FOR LEASE OF VACANT SPACE B THE PARMENTER SCHOOL BUILDING TOWN OF ARLINGTON, MASSACHUSETTS

I. Introduction

In 1982 the Arlington Town Meeting, through Warrant Article 31 (see attachment), transferred jurisdiction of the Parmenter School property to the Arlington Redevelopment Board (ARB). In 2010 Arlington Town Meeting, through Warrant Article 30, transferred jurisdiction of the Parmenter School property to the Arlington Board of Selectmen for the purpose of managing the property, including continuing to lease it.

The Town Manager's Office is making this public offering for a single lessee to rent **8,632 square feet** of space in the Parmenter School Building. The space will be offered for a ten-year period, commencing as soon as possible, and ending on June 30, 2024.

Transportation access is by Exit 59, State Route 2 (<1 mile from site); by Massachusetts Avenue (1500 feet from site), MBTA Alewife station (<3 miles from site), and MBTA bus route 77 (1500 feet from site). The building is within the Town's Pleasant Street Historic District. The neighborhood includes office, retail, residential, and restaurant uses within walking distance. Within a ten-minute walk of the building are four banks, twelve restaurants, two theaters, convenience store, hardware store, drugstore/pharmacy, grocery store, medical, dental offices, historic public garden, post office, coffee shops, music store, flower shop, baby & children's goods, toy store, antique shop, Minuteman bikeway.

The streets bounding the property are developed primarily as residential, single-family homes, composing a historic district adjacent to the Town's civic block and historic Frederic Law Olmsted-designed public garden bounding the main commercial district. The neighborhood is adequately illuminated at night, with civic, social, shopping and dining activity during both the daytime and evening.

The total occupied space is 23,312 square feet previously in use by early education organizations.

II. Goals

The Town Manager's Office has established the following goals for the leasing of the available space in the Parmenter School Building:

1. Lease the space for as long as possible, up to a maximum of five (5) years, with an option exercisable by the Town Manager's Office for an additional five (5) years;
2. Execute the lease as soon as possible. The current tenant's lease expires June 30, 2024;

3. Execute a lease that includes the fewest changes to the Model Lease;
4. Ensure that the use of the space preserves the integrity of the Parmenter School property, with minimal disruption to the existing tenant (Arlington Recreation Department) or to the residential and institutional properties in the neighborhood;
5. Lease the space “as is”; any renovations or changes to the space or building must be approved by the Town Manager’s Office, and the tenant must pay the cost of such renovations or changes; and,
6. All uses of the space must comply with relevant laws, regulations, and permits granted by appropriate boards and commissions, and must be permitted by the Town as required.
7. The Tenant must pay all Operating Expenses, as defined in the Model Lease, in accordance with Section 9, Operating Expenses, of the Model Lease; and,
8. The Fixed Rent, as defined in the Model Lease, must be no less than \$9.00 per square foot of building space to be leased.
9. The Fixed Rent, as defined in the Model Lease, will include an annual adjustment to be no less than an increase of 3% from the previous year.
10. The Tenant must pay a Capital Contribution to help offset the costs of future capital improvements made to the building. The Capital Contribution, as defined in the Model Lease, must be no less than \$3.00 per square foot of building space to be leased.
11. The Capital Contribution rate will be reevaluated prior to entering into the optional five (5) year lease extension.

III. Required Submittals

To be responsive, each prospective proposer must submit two (2) copies of the proposal and include all of the information listed below. The (2) copies of the proposal must be inserted into a single sealed envelope marked RFP # 24-25, PROPOSAL FOR PARMENTER SCHOOL SPACE B

All of the following information must be included in each copy of the proposal in the following order (if any item is not applicable, include a statement that the item is not applicable):

1. The completed proposal cover page (see attachment).
2. A table of contents with page numbers.
3. The name and address of the proposed lessee, and brief description of the organization, including a copy of its articles of organization, corporate bylaws, and tax status; together with letters of interest, or other financial commitments, from financial organizations, if applicable.

4. A certification executed by the secretary of the corporation indicating that the person signing the proposal has been authorized to do so by a vote of the board of directors. The proposal documents must be signed as follows: 1) if the proposer is an individual, by him or her personally; 2) if the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and, 3) if the proposer is a corporation, by the authorized officer, whose signature must be attested by the clerk/secretary of the corporation, and the corporate seal affixed.
5. A fully executed copy of the Disclosure of Beneficial Interests Statement, a blank of which is attached (see MGL c. 7, s. 40J).
6. A fully executed copy of the Certificate of Non-collusion form, a blank of which is attached (see MGL c. 268A).
7. A fully executed copy of a Certificate of Tax Compliance form, a blank of which is attached (see MGL c. 62C, s. 49A).
8. The completed References form, a blank of which is attached.
9. The fully executed Rent Proposal form, a blank of which is attached.
10. A fully executed Zoning Compliance Statement, a blank of which is attached; together with a statement indicating that the use proposed by the prospective tenant will comply with all applicable laws, regulations, and permits.
11. A completed Proposed Changes to Model Lease form, a blank of which is attached.
12. An explanation of how the proposal complies with each of the Minimum Quality Criteria listed in Section VI, Minimum Quality Criteria, below.
13. An explanation of the level (highly advantageous, advantageous, etc.) at which the proposal complies with each of the Comparative Quality Evaluation Criteria listed in Section VII, Comparative Quality Evaluation Criteria, below, including a clear explanation of the tenant's objectives for the use of the property, including specific actions showing how the tenant proposes to integrate its use into the existing uses in the building, and into the character of the surrounding neighborhood, with minimal disruption.
14. A written description of how the tenant proposes to use the space, together with a copy of the floor plan of the space, which is included in the RFP packet. Mark the plan to show precisely how the tenant proposes to use and configure the space.
15. A statement indicating the hours of operation, the number of employees on the site at any time, the number of parking spaces to be used by employees by the time of day, and the number of visitors or customers expected by the time of day, and their parking requirements.

IV. General Procedures

Notice of the availability of this RFP has been posted April 17, 2024.

Those wishing to submit a proposal must obtain a copy of the RFP packet via arlingtonma.gov/purchasing.

The Town of Arlington will conduct a tour of the property at the request of applicant. Contact Christine Bongiorno, cbongiorno@town.arlington.ma.us to schedule an appointment.

Proposals are invited and must be received on or before 10 a.m. Friday, May 17, 2024, delivered to Town Manager/Purchasing Department, Second Floor, Town Hall Annex, 730 Massachusetts Avenue, Arlington, MA 02476. Proposals received later than this time and date will be returned unopened as non-responsive. All times will be ascertained by reference to the date and time clock utilized by the Town Manager/Purchasing Office.

If, at the time of the scheduled opening of the proposals, Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the opening of the proposals will be postponed until 10 a.m. on the next normal business day. Proposals will continue to be accepted until that time.

A proposer may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the opening of the proposals. Each modification to proposals must be submitted in a sealed envelope clearly labeled "Modification #24-25." Each modification must be numbered in sequence and must reference the original RFP.

After the opening of the proposals, a proposer may not change any provision of the proposal in a manner prejudicial to the interests of the Town or fair competition. Minor informalities will be waived, or the proposer will be allowed to correct them. Minor informalities are minor deviations, insignificant mistakes, and matters of form rather than substance, of the proposal, that can be waived or corrected without prejudice to other offerors, potential offerors, or the Town of Arlington. If a mistake in the intended proposal is clearly evident on the face of the proposal document, the mistake will be corrected to reflect the intended correct proposal, and the proposer will be notified in writing; the proposer may not withdraw the proposal. A proposer may withdraw a proposal if a mistake is clearly evident on the face of the proposal document, but the intended correct proposal is not similarly evident.

The lease must be executed within ninety (90) days after the opening of the proposals. The time for execution of the lease may be extended by mutual agreement of the parties for up to forty-five (45) additional days.

All rents submitted in response to this RFP must remain firm until the execution of the lease.

The Town may cancel this RFP or reject in whole or in part any and all proposals, if the Town determines that cancellation or rejection serves the best interests of the Town.

The Town also reserves the right to select the winning proposal based on the evaluation of the proposer's overall submittal, and the extent to which the proposal meets the evaluation criteria in this RFP. Thus, the Town may exercise its right to select a proposal that may not have offered the highest rent.

If any changes are made to this RFP, an addendum will be issued. Addenda will be mailed, faxed, or emailed to all proposers on record as having picked up the RFP.

Questions concerning this RFP must be submitted in writing to: Mary Ellen DeNatale, at mdenatale@town.arlington.ma.us. Questions with responses and addenda may be issued accordingly if needed.

V. Evaluation Procedures

The Town Manager's Office will screen the proposals for completeness. Proposals deemed to be incomplete will be rejected. The Town Manager's Office will then review each completed proposal to ensure that it meets all of the minimum quality criteria listed in **Section VI**, Minimum Quality Criteria, below. Those proposals that meet all of the minimum quality criteria, and that are determined to be responsive, will be further reviewed using the Comparative Quality Evaluation Criteria listed in **Section VII**, Comparative Quality Evaluation Criteria, below.

The Town Manager's Office will rate each of the first six (6) mandatory Comparative Quality Evaluation Criteria listed below using the listed ratings. Once evaluated and rated with respect to the first six (6) mandatory Comparative Quality Evaluation Criteria, the Town Manager's Office will then decide whether to conduct interviews of proposers. In either case listed immediately below, the Town Manager's Office shall jointly evaluate and assign an overall rating to each proposal. The Town Manager's Office shall either:

Recommend to the Board of Selectmen which proposer to negotiate the lease with, based on the most advantageous overall ratings of the six (6) mandatory Comparative Quality Criteria, and the Rent Evaluation Criterion; or,

Conduct the Optional Interview/Presentation jointly with the Town Manager's Office of the top-ranked proposers; and then recommend to the Town Manager which proposer to negotiate the lease with, based on the overall most advantageous

ratings of all six (6) of the Comparative Quality Criteria, and on the Rent Evaluation Criterion.

Proposers are reminded that rent alone is not the final determining factor leading to the execution of the lease.

VI. Minimum Quality Criteria

Following are the Minimum Quality Criteria that proposers must meet. Failure to meet these Minimum Quality Criteria will result in the immediate rejection of the proposal. Proposers must clearly indicate, and explain in detail, compliance with these Minimum Quality Criteria in a *separate chapter of the proposal* (see **Section III**, Required Submittals, Item 12, above).

1. Proposers must meet all of the goals listed in **Section II**, Goals, above. In addition, proposers must comply with the requirements specified in **Section III**, Required Submittals, and **Section IV**, General Procedures, above;
2. Proposers must lease the space “as is”; any renovations or changes to the space or building must be approved by the Town Manager, and the proposer must pay the cost of such renovations or changes;
3. Proposed uses of the space must comply with relevant laws, regulations, and permits granted by appropriate boards and commissions, and must be permissible by the Town as required;
4. Proposers must pay all Operating Expenses, as defined in the Model Lease, in accordance with Section 9, Operating Expenses, of the Model Lease; and,
5. The proposed Fixed Rent, as defined in the Model Lease, must be no less than \$9.00 per square foot of building space to be leased.
6. The proposed Capital Contribution, as defined in the Model Lease, must be no less than \$3.00 per square foot of building space to be leased.

VII. Comparative Quality Evaluation Criteria

Each of the Comparative Quality Evaluation Criteria below may contain ratings of highly advantageous, advantageous, not advantageous, and unacceptable. Proposers must clearly indicate, and explain in detail, the level of compliance with these Comparative Quality Evaluation Criteria in a *separate chapter of the proposal* (see **Section III**, Required Submittals, Item 13, above).

1. PROPOSED NUMBER OF TENANTS
Highly Advantageous – One (1) tenant is proposed for the entire space.
Advantageous – Two (2) or more tenants are proposed for the entire space.

Not Advantageous – More than two (2) tenants are proposed for the entire space.

2. PROPOSED TERM OF LEASE

Highly Advantageous – A five (5)-year lease term is proposed.

Advantageous – A lease term less than 5 years but more than one year is proposed.

Not Advantageous – A lease term of 1 year is proposed.

3. PROPOSED MODEL LEASE CHANGES

Highly Advantageous – No or very few substantive changes are proposed for the Model Lease.

Advantageous – Many substantive changes are proposed for the Model Lease.

Not Advantageous – An altogether different lease is proposed.

4. PROPOSED COMMUNITY BENEFITS

How will the proposed use provide employment or training opportunities for Arlington residents?

A. How will the proposed use create a customer base for Arlington businesses?

B. How will the proposed use serve Arlington residents for Arlington residents?

C. How will the proposed use benefit or affect the neighborhood and residents in the immediate vicinity of the Parmenter School?

D. Has the proposer demonstrated sufficient financial resources to maintain rental and operating expenses?

5. LEVEL OF DISRUPTION CAUSED BY PROPOSED USE

Highly Advantageous – Proposed use is the same as or very similar to existing uses in the building, and does not potentially cause substantial disruption to existing uses or the neighborhood.

Advantageous – Proposed use, though not similar to existing uses in the building, is demonstrably not potentially a cause of substantial disruption to existing uses or the neighborhood.

Not Advantageous – Proposed use is not similar to existing uses in the building, and would potentially cause substantial disruption to existing uses or the neighborhood.

6. OPTIONAL INTERVIEW/PRESENTATION

Highly Advantageous – Well-designed, concise, original presentation, with specific focus on, and clarification of, the written proposal, made by prospective tenant; concise, “on-point” answers to questions

Advantageous – Average presentation, with general focus on, and clarification of, the written proposal, or average answers to questions, made by prospective tenants.

Not Advantageous – Poor presentation, with very little focus on, and clarification of, the written proposal, or poor answers to questions, made by prospective tenants.

VIII. Rent Evaluation Criterion

Rent will be evaluated based on the highest proposed rent.

IX. Capital Contribution Criterion

Capital Contribution will be evaluated based on the highest proposed capital contribution.

X. Rule for Award of Lease

The proposal selected for award of the lease will be the most advantageous proposal from a proposer who is both responsive and responsible, taking into consideration rent and all other evaluation criteria set forth in this RFP. A *responsive* proposer is one who meets all of the basic requirements as outlined in this RFP, and whose proposal contains the required information and properly executed forms; a *responsible* proposer is one who possesses the capability, integrity, and reliability to enter into a lease with the Town of Arlington.

XI. Lease Terms

The selected proposer shall execute a lease that is the same as the attached Model Lease.

**DISCLOSURE OF BENEFICIAL INTERESTS STATEMENT
PARTY TO REAL PROPERTY TRANSACTION WITH A PUBLIC AGENCY
M.G.L. c. 7(C), s. 38 (FORMERLY M.G.L. c. 7, s.40J)**

**FOR LEASE OF SPACE B
THE PARMENTER SCHOOL BUILDING
TOWN OF ARLINGTON, MASSACHUSETTS**

The undersigned party to a real property transaction with a public agency hereby discloses and certifies, under pains of perjury, the following information as required by law:

REAL PROPERTY	8,632 square feet, more or less, of vacant space Parmenter School Building property 17 Irving Street Arlington, MA 02476	
TERM OF LEASE	5 years, more or less, plus Town Manger's Office option for up to 5 additional years	
DISCLOSING PARTY	Town Manager's Office Town of Arlington Town Hall Annex 730 Massachusetts Avenue Arlington, MA 02476	Disclosing Party is a Public Entity

ROLE OF PARTY (check appropriate) Lessor/Landlord Lessee/Tenant
 Seller/Grantor Buyer/Grantee
 Other (Please describe):

Names and addresses of all persons and individuals who have or will have a direct or indirect beneficial interest in the real property excluding only 1) a stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation or 2) an owner of a time share that has an interest in a leasehold condominium meeting all of the conditions specified in M.G.L. c. 7(C), s. 38, are hereby disclosed as follows (attach additional pages if necessary):

Print Name

Address

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

None of the aforementioned persons is an official elected to public office in the Town of Arlington, or an employee of the Town of Arlington, or is an employee of the Division of Capital Asset Management and Maintenance, except as follows (insert "none" if none):

Print Name

Address

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The individual signing this statement on behalf of the above-named party acknowledges that he/she has read the following provisions of Chapter 7(C), Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts:

No agreement to rent or to sell real property to or to rent or purchase real property from a public agency, and no renewal or extension of such agreement, shall be valid and no payment shall be made to the lessor or seller of such property unless a statement, signed, under the penalties of perjury, has been filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for

sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In the case of an agreement to rent property from a public agency where the lessee's interest is held by the organization of unit owners of a leasehold condominium created under chapter one hundred and eighty-three A, and time-shares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arms length transfer of such time-share made after the rental agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental agreement in case of any change of interest in such property, as provided for above, within thirty days of such change.

Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner shall notify the state ethics commission of such names, and shall make copies of any and all disclosure statements received available to the state ethics commission upon request.

The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.

This statement is hereby signed under penalties of perjury.

Signature

Print Name

Title

Date Signed

CERTIFICATE OF NON-COLLUSION
FOR LEASE OF SPACE B
THE PARMENTER SCHOOL BUILDING
TOWN OF ARLINGTON, MASSACHUSETTS

Pursuant to Massachusetts General Laws, Chapter 268A, I certify 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.

Signature of Individual Submitting Proposal

Print Name of Individual Submitting Proposal

Print Name of Business

Date Signed

**BY STATE LAW THIS
NON-COLLUSION FORM
MUST BE SIGNED AND
SUBMITTED WITH THE BID
OR PROPOSAL**

CERTIFICATE OF TAX COMPLIANCE
FOR LEASE OF SPACE B
THE PARMENTER SCHOOL BUILDING
TOWN OF ARLINGTON, MASSACHUSETTS

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or Responsible
Corporate Officer

Print Name of Individual or Responsible
Corporate Officer

Date Signed

**BY STATE LAW THIS
CERTIFICATE OF TAX COMPLIANCE
FORM MUST BE SIGNED AND
SUBMITTED WITH THE BID
OR PROPOSAL**

REFERENCES

**FOR LEASE OF SPACE B
THE PARMENTER SCHOOL BUILDING
TOWN OF ARLINGTON, MASSACHUSETTS**

Proposer: _____

Proposer must provide complete contact information for at least three (3) recent references, including current landlord, if applicable.

Reference: _____

Address: _____

Contact: _____

Phone: _____

Description of relationship, including description of premises rented, if applicable:

Dates of relationship: _____

Reference: _____

Address: _____

Contact: _____

Phone: _____

Description of relationship, including description of premises rented, if applicable:

Dates of relationship: _____

Reference: _____
Address: _____
Contact: _____
Phone: _____

Description of relationship, including description of premises rented, if applicable:

Dates of relationship: _____

Reference: _____
Address: _____
Contact: _____
Phone: _____

Description of relationship, including description of premises rented, if applicable:

Dates of relationship: _____

Duplicate and attach additional sheets as necessary

RENT PROPOSAL

REQUEST FOR PROPOSALS (RFP) FOR LEASE OF SPACE B THE PARMENTER SCHOOL BUILDING TOWN OF ARLINGTON, MASSACHUSETTS

LESSOR: Town Manger's Office, Town of Arlington
Town Hall Annex
730 Massachusetts Avenue
Arlington, MA 02476

LESSEE: _____

PREMISES: Parmenter School Property
17 Irving Street
Arlington, MA 02474

PROPOSED ANNUAL RENT (IN WORDS) _____

PROPOSED RENT (IN NUMBERS) First Year Annual Rent: \$ _____ x 8,632 sf = \$ _____
/sq ft to be leased Annual Rent
(not less than
\$9.00/sq ft)

PROPOSED CAPITAL CONTRIBUTION \$ _____ X 8,632 sf = \$ _____
/sq ft (not less than Annual Amount
\$3.00)

PROP. TERM +
OPTION ____yrs. + ____yrs.

PROPOSED
COMMENCEMENT DATE _____

PROPOSED
TERMINATION DATE _____

RENT ADJUSTOR Fixed rent is to be adjusted annually in accordance with the procedures set forth in Section 7, a 3% rent inflator, of the Model Lease.

OPERATING EXPENSES Responsibility of tenant in accordance with Section 9, Operating Expenses, of the Model Lease

Signature Title

Print Name Date Signed

REQUEST FOR PROPOSALS

**FOR LEASE OF VACANT SPACE B
THE PARMENTER SCHOOL BUILDING
TOWN OF ARLINGTON, MASSACHUSETTS**

**MODEL LEASE
(ATTACHED)**

REQUEST FOR PROPOSALS

**FOR LEASE OF VACANT SPACE B
THE PARMENTER SCHOOL BUILDING
TOWN OF ARLINGTON, MASSACHUSETTS**

**FLOOR AND SITE PLANS FOR
PARMENTER SCHOOL PROPERTY
(ATTACHED)**

**PROPOSAL FOR LEASE OF
SPACE B
THE PARMENTER SCHOOL BUILDING
17 IRVING STREET
TOWN OF ARLINGTON, MASSACHUSETTS**

Submitted by:

(Name, Address, Telephone Number of Firm)

Date Submitted: _____