

ATHOL AND ORANGE HOUSING AUTHORITIES

PURCHASE OF PROPERTY AND BUILDING OR BUILDINGS FOR THE MAIN OFFICE AND MAINTENANCE AREA

The Athol and Orange Housing Authorities (the Authorities) are seeking to purchase property with commercial building(s). Properties that meet the requirements of this Request for Proposal (RFP) will be considered.

Proposals will be received and evaluated according to this (RFP). Proposals may be submitted until the opening deadline of 2:00 P.M. on December 12, 2024, at which time they will be publicly opened and read aloud at the Athol & Housing Authorities, main offices.

Any proposals received after the opening deadline will be considered nonresponsive and returned to the proposer by mail.

The Proposal and the attached form titled Disclosure of Beneficial Interest in Real Property Transaction must be printed on paper and placed in a sealed envelope and addressed as follows:

PROPOSAL TO SELL PROPERTY

Athol and Orange Housing Authorities
21 Morton Meadows
Athol, MA 01331
Attn: Nick Tarara, CPO

Any questions regarding this RFP must be submitted in writing, via email, courier or hand delivered to Nick Tarara, 21 Morton Meadows, Athol, MA 01331 (ntarara@atholorangehousing.com). Queries must be received no later than 4:00 pm on December 5, 2024. Emailed responses to the questions received by the above deadline will be provided to each person on record as having received an RFP. Faxed or emailed proposals will not be accepted and deemed unresponsive.

MINIMUM PROPERTY AND BUILDING SPECIFICATIONS

The Property Must:

Property must be within the towns of Athol or Orange

At least 7,000 sq. ft. for offices and conference rooms.

At least 2,200 sq. ft. for maintenance storage and equipment.

At least 20 parking spaces, with the majority near the building.

The current use of the building must be commercial space.

Property must be easily accessible for pedestrians and vehicles. Main entrance at ground level or with an entrance ramp. Level vehicle entrance from the road with visibility in both directions.

Building must be adaptable for persons with disabilities.

PREFERENTIAL CRITERIA

Property is within 6 miles of all HA property. 200 E. River St., Orange, MA, 100-108 E. Main St., Orange, MA, 1-50 Gibson Dr., Athol, MA, 1-30 Morton Meadows, 887 Partridgeville Rd., Athol, MA, 881 Partridgeville Rd., Athol, MA, 59 Park St., Athol, MA and 103 Kennebunk St., Athol, MA.

Property and building(s) price to be under \$400,000.

Building(s) with majority of space on ground floor

Building(s) with more than minimum square footage

Building(s) with garage space to accommodate 2 full-sized trucks with plows and sanders attached i.e. Ford F250/350 with 8-foot bed and v-plow attached

Building(s) built without interior load bearing walls and a minimum of support columns

Building(s) without crawl spaces or basements

EVALUATION & SELECTION PROCESS

Following the opening of submitted proposals, the Authorities will review each written proposal to determine whether it meets the minimum requirements of this RFP. Proposers of properties that do not meet the minimum requirements will be notified in writing that their property(s) will not be considered further.

All properties which meet the minimum requirements, and are therefore considered responsive proposals, will be inspected by the Authorities, EOHLC and or its agents. The Authorities will evaluate and rank the responsive proposals based on the extent to which they meet the preferential criteria stated herein, taking into consideration all evaluation criteria and price. The Authorities will then select and notify the most responsive respondent by letter and upon reasonable notice, the Authorities, their agents, representatives and the state Executive Office of Housing and Livable Communities (EOHLC) shall be granted permission to enter the premises for the purpose of conducting appraisals, inspections and testing as deemed necessary. Upon satisfactory investigation of the proposed property condition and verification that the appraisal confirms the proposed purchase price is no more than the property's fair market value, the Authorities will execute a Standard Form Purchase and Sale contract and make a deposit of 5% of the purchase price.

The Purchase and Sales Agreement shall state a closing date, which shall not be more than 60 days from the date the Agreement is signed. This date can be extended by mutual agreement of the parties. Should the building not pass inspection, appraisal, or the Authorities are otherwise unable to proceed to a purchase and sale contract with the selected respondent, the Authorities reserve the right to contact the next highest ranking bidder for inspection and negotiation of a Purchase and Sale contract.

The Authorities reserves the right to reject any and all proposals if it is in the public interest to do so, or to request that additional information be provided after the deadline for submission for purposes of clarification or to enable the Authorities to carry out its investigation of a property. The awarding authorities for the purchase of this property are the Board of Commissioners of the Athol and Orange Housing Authorities.

ATTACHMENTS

1. Proposal Form
2. Disclosure of Beneficial Interest
3. Commonwealth of Massachusetts Statement of Tax Compliance
4. Certificate of Non-Collusion

Attachment 1

PROPOSAL FORM

The undersigned Seller proposes to sell to the Athol and Orange Housing Authorities (the “Authorities”) the premises located at:

For Sellers title and legal description of the property, see the deed recorded with _____ County Registry of Deeds at Book _____, Page _____.

The proposed sale price is: _____

The Seller certifies that they have read and understand the Authorities’ Request For Proposal for the purchase of commercial property (the “RFP”), which is incorporated herein by reference, and agrees to the terms and conditions therein; that they have read the Purchase and Sale Agreement form Attached to the RFP; that if this offer is accepted by the Authorities they shall enter into a Purchase and Sale Agreement substantially the same as the above referenced form; and that said purchase is subject to the approval of the Executive Office of Housing and Livable Communities (EOHLC).

This proposal shall remain open until _____,2024.

Upon notice, the Seller hereby grant permission to the Authorities, EOHLC, and their representatives to enter the premises for the purpose of conducting such inspections as are necessary for the approval of this purchase by the Authorities and EOHLC. 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.

Seller (*)

Name: _____

Address: _____

Telephone: _____

Signature: _____

Date: _____

(*) Where title to the property is held in the name of a trust or corporation. The appropriate certificate of authorization to submit this Proposal (trustee's certificate or certificate of vote) must be attached. Where the title is held in the name of more than one individual, all owners of record must sign.

Additional signatures below if necessary

DISCLOSURE STATEMENT
INSTRUCTION SHEET

NOTE: The Division of Capital Asset Management and Maintenance (DCAMM) shall have no responsibility for insuring that the Disclosure Statement has been properly completed as required by law. Acceptance by DCAMM of a Disclosure Statement for filing does not constitute DCAMM's approval of this Disclosure Statement or the information contained therein. Please carefully read M.G.L. c. 7C, s. 38 which is reprinted in Section 8 of this Disclosure Statement.

Section (1): Identify the real property, including its street address, and city or town. If there is no street address then identify the property in some other manner such as the nearest cross street and its tax assessors' parcel number.

Section (2): Identify the type of transaction to which this Disclosure Statement pertains --such as a sale, purchase, lease, etc.

Section (3): Insert the exact legal name of the Public Agency participating in this Transaction with the Disclosing Party. The Public Agency may be a Department of the Commonwealth of Massachusetts, or some other public entity. Please do not abbreviate.

Section (4): Insert the exact legal name of the Disclosing Party. Indicate whether the Disclosing Party is an individual, tenants in common, tenants by the entirety, corporation, general partnership, limited partnership, LLC, or other entity. If the Disclosing Party is the trustees of a trust then identify the trustees by name, indicate that they are trustees, and add the name of the trust.

Section (5): Indicate the role of the Disclosing Party in the transaction by checking one of the blanks. If the Disclosing Party's role in the transaction is not covered by one of the listed roles then describe the role in words.

Section (6): List the names and addresses of every legal entity and every natural person that has or will have a direct or indirect beneficial interest in the real property. The only exceptions are those stated in the first paragraph of the statute that is reprinted in Section 8 of this Disclosure Statement. If the Disclosing Party is another public entity such as a city or town, insert "inhabitants of the (name of public entity)." If the Disclosing Party is a non-profit with no individual persons having any beneficial interest then indicate the purpose or type of the non-profit entity. If additional space is needed, please attach a separate sheet and incorporate it by reference into Section 6.

Section (7): Check "NONE" in the box if none of the persons mentioned in Section 6 is employed by DCAMM or an official elected to public office in the Commonwealth of Massachusetts. Otherwise list any parties disclosed in Section 6 that are employees of DCAMM or an official elected to public office.

Section (8): The individual signing this statement on behalf of the Disclosing Party acknowledges that he/she has read the included provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts.

Section (9): Make sure that this Disclosure Statement is signed by all required parties. If the Disclosing Party is a corporation, please make sure that this Disclosure Statement is signed by a duly authorized officer of the corporation as required by the statute reprinted in Section 8 of this Disclosure Statement.

DCAMM's acceptance of a statement for filing does not signify any opinion by DCAMM that the statement complies with applicable law.

This completed and signed Disclosure Statement should be emailed to realestate.dcammm@mass.gov or otherwise delivered to:

Deputy Commissioner for Real Estate
Division of Capital Asset Management and Maintenance
One Ashburton Place, 15th Floor, Boston, MA 02108

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

(1) REAL PROPERTY:

(2) TYPE OF TRANSACTION, AGEEMENT, or DOCUMENT:

(3) PUBLIC AGENCY PARTICIPATING in TRANSACTION:

(4) DISCLOSING PARTY'S NAME AND TYPE OF ENTITY:

(5) ROLE OF DISCLOSING PARTY (Check appropriate role):

____ Lessor/Landlord

____ Lessee/Tenant

____ Seller/Grantor

____ Buyer/Grantee

____ Other (Please describe): _____

(6) The 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. 7C, s. 38, are hereby disclosed as follows (attach additional pages if necessary):

NAME

RESIDENCE

(7) None of the above- named persons is an employee of the Division of Capital Asset Management and Maintenance or an official elected to public office in the Commonwealth of Massachusetts, except as listed below (Check "NONE" if NONE):

NONE

NAME:

POSITION:

- (8) The individual signing this statement on behalf of the above-named party acknowledges that he/she has read the following provisions of Chapter 7C, 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.

- (9) This Disclosure Statement is hereby signed under penalties of perjury.

PRINT NAME OF DISCLOSING PARTY (from Section 4, above)

AUTHORIZED SIGNATURE of DISCLOSING PARTY DATE (MM / DD / YYYY)

PRINT NAME & TITLE of AUTHORIZED SIGNER

Attachment 3

COMMONWEALTH OF MASSACHUSETTS
STATEMENT OF TAX COMPLIANCE

Pursuant to Massachusetts general Laws, Chapter 62C, Section 49A, I/We certify under the penalties of perjury that _____

(Name of Entity)

Has fully complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors and withholding and remitting child support

Company Name: _____

Address: _____

Name and Title of Signatory: _____

Date: _____

Federal Tax ID or SSN: _____

CERTIFICATION 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 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 bid or proposal)

(Signature of Individual/Corporate Name)

(Name of business)

(Social Security Number or Federal Identification Number)