

TOWN OF SWAMPSCOTT

---

REQUEST FOR PROPOSALS

FOR THE  
LEASE AND USE  
OF

86 BURRILL STREET  
THE FORMER SWAMPSCOTT POLICE STATION

LOCATED AT

86 BURRILL STREET  
SWAMPSCOTT, MA

---

Proposal Deadline

10:00 AM  
Thursday, October 22, 2020

Proposal Submission To

M. Ronald Mendes, Esq.  
Chief Procurement Officer  
Town of Swampscott  
22 Monument Ave  
Swampscott, MA 01907  
Phone: 781-596-9553  
Email: [rmendes@swampscottma.gov](mailto:rmendes@swampscottma.gov)

## EXECUTIVE SUMMARY

### 1) Introduction

The Town of Swampscott is accepting proposals from qualified individuals to lease town owned building located at 86 Burrill Street, Swampscott, Massachusetts. Offering for lease through the Request for Proposal (“RFP”) process, in accordance with Massachusetts General Laws Chapter 30B, is land and improvements known as the former Swampscott Police Station (“Property”). The Property is designated as Map 1, Lot 135A on the Town Assessors’ maps and comprises 0.634 acres of land, more or less. The Property description includes the Town’s Fire Department building, which is NOT a part of this RFP. The Property is located in the A3 Residential Zoning District.

The Police Department previously occupied the building for 75 years before moving to their new space on Humphrey Street in 2013. The majority of the space has been vacant since. The Historical Commission currently uses part of the first floor as a storage area and meeting space, and a private ambulance service (Cataldo Ambulance) leases part of the rear of the building and the garage.

For the purposes of this RFP, the term “Town” shall mean the Town of Swampscott, the term “Project” shall mean and refer to reuse of the property at 86 Burrill Street, Swampscott, Massachusetts, known as the former Swampscott Police Station.

### 2) Purpose

It is the objective of the Town that the Property be converted to a community and/or cultural use by complying with the restrictions and preferences set forth in this RFP.

The Town will not lease the Property for any other use other than a community and/or cultural use, which – for the purposes of this RFP - is defined as uses which have the primary purpose of serving the educational, recreational, health, cultural or governmental needs of the community in general.

### 3) Zoning and Other Restrictions

Interested parties should review for themselves the zoning and other permitting requirements within the A-3 Residential Zoning District and the Town’s Zoning By-Laws. For the purposes of this RFP, projects are not required to comply with the existing zoning use requirements within the A-3 Zoning District, provided that the use meets the objectives of the Town as described above..

## RFP PROCESS & REQUIREMENTS

### 4) RFP and Anticipated Post-Selection Schedule

An outline of dates for this RFP along with the anticipated schedule after a Respondent is selected is provided below. Estimated dates are marked with an asterisk.

<b>Request for Proposals Released</b>	Wednesday, September 2
<b>Pre-Submittal Meeting and Property Viewing</b>	Wednesday, September 16
<b>Close of Questions Period</b>	Wednesday, September 23
<b>Proposals Due</b>	Thursday, October 22
<b>Review of Proposals Begins</b>	Friday, October 23
<b>Recommendation to Select Board</b>	November meeting 2020*
<b>Negotiations Between Town and Respondent</b>	Nov. – Dec. 2020*

### 5) Submittal Requirements

Parties interested in responding to this RFP are invited to submit a proposal in accordance with the following terms and conditions. With submission of a response to this RFP, the interested party acknowledges that he or she has read and understands the requirements and conditions herein.

Availability of Proposal Packages – All interested parties must obtain a copy of this RFP from the Office of Community Development at Swampscott Town Hall, 22 Monument Avenue, Swampscott, MA 01907, Monday through Thursday between the hours of 8:30 am and 4:00 pm and between the hours of 8:00 am and 12 noon on Fridays, holidays excepted.

Submission Deadline – Sealed proposals must be received at the Office of the Town Administrator no later than 10:00 am on Thursday, October 22, 2020. Late, faxed or emailed proposals will not be accepted. The front page of the proposal package must be clearly marked with the words “86 Burrill Street Lease & Reuse Proposal”.

Pre-Submittal Meeting and Property Viewing – Interested parties will have the opportunity to attend a pre-submittal meeting, to be held at the Property, 86 Burrill Street, Swampscott, Massachusetts, on Wednesday, September 16, 2020 at 10:00 am, at which time Town representatives will review the materials included in this RFP and respond to questions about the Property, the selection process and related issues. Town representatives will then conduct a viewing of the Property for interested parties.

Questions – Written responses will be provided to requests for clarification or interpretation of the meaning of the provisions of this RFP, including the documents attached hereto; to all questions raised at the pre-submittal meeting; and to those questions otherwise submitted in writing, and will be distributed to all parties who have received an RFP. Questions concerning this RFP must be submitted in writing to:

M. Ronald Mendes, Esq., Chief Procurement Officer  
Town of Swampscott  
22 Monument Avenue  
Swampscott, MA 01907  
Phone: (781) 596-9553  
Email: rmendes@swampscottma.gov

Written questions must be received no later than 9:00 am on Wednesday, September 23, 2020.

Right to Withdraw – Proposals may be withdrawn without penalty prior to the submission deadline by written request to the Town Administrator.

#### **6) Minimum Submittal Requirements**

Each Respondent must, at a minimum, submit the information and meet the standards indicated below. Failure to meet minimum submittal requirements will be sufficient cause to reject a proposal. Respondents are solely responsible for reviewing all the provisions of this RFP and any attachments, prior to submitting the proposal. Proposals that are incomplete, not properly endorsed, or are otherwise in conflict with the requirements of this RFP may be rejected.

Original/Copies – In a sealed package, submit one (1) original and four (4) copies of the proposal, complete with all back-up materials for each proposal package. Submit the proposal package by 10:00 am, Thursday, October 22, 2020, to:

M. Ronald Mendes, Esq.  
Chief Procurement Officer  
Swampscott Town Hall  
22 Monument Avenue  
Swampscott, MA 01907

If, at the time of the scheduled bid opening, 22 Monument Ave, Swampscott, MA 01907, is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 10:00 a.m. on the next normal business day. Bids will be accepted until that date and time.

- a. Format – Proposals must be submitted in an 8 ½” x 11” format for text, and to the extent practical, for graphics. Oversized pages or graphics should be folded to 8 ½” x 11”. Please submit one (1) original and four (4) copies of the proposal.
- b. Project Proposal  
To include the following elements:

1. Cover Letter – A cover letter must include a statement of interest, identify the Respondent individual or entity, the proposed Property operator and name (if different than Respondent), address and contact information of all individuals with an interest in the Respondent.
2. Project Description – The project proposal must include details about the intended use, including how much of the building/property is proposed for reuse, and proposed site/building improvements and elements, including any changes to exterior elements such as the existing parking configuration. Respondents should include architectural designs, site plans, or interior/exterior layouts and any other details relevant to define the project. Respondents should also specify whether a shared-use option with either a current or future tenant is feasible with their operation.
3. Project Team Qualifications – The proposal must identify the principal and support members of the project team. A resume for each person must be attached which demonstrates the qualifications, experience, and role of each member of the project team, including their experience with similar projects.
4. Financing and Financial Capacity – The Respondent must indicate how the Project and operations will be financed, including without limitation:
  - i. Detailed budget, showing sources and uses for the Project. The budget should show how the Respondent plans to finance any identified site/building improvements.
  - ii. If sources other than equity from the Respondent are required for the Project, details of all such sources, including without limitation, the identity of such source(s), the timing required to secure binding commitments for such source(s) and close on the transaction, and any requirements to be imposed on the Property in connection with such source(s).
  - iii. Copies of a pre-approval or other letters or documentation acknowledging that the Respondent has sufficient financial resources to complete the Project.
5. Time Frame – Respondents shall provide a project timeline, including without limitation, a timeframe for completion of any needed improvements and the anticipated lease start date.
6. Other Required Documents – Each project proposal must include the following executed documents (see Appendix A):

- i. Disclosure Statement
  - ii. Certificate of Non-Collusion
  - iii. Tax Compliance Certificate
  - iv. Statement of Beneficial Interest
  - v. Certificate of Authority
- c. Price Proposal Form – The proposal package must include a Price Proposal Form (see Appendix A), indicating the proposed dollar amount and payment structure of the lease. Respondent shall be responsible for all costs associated with the Property including the land, utilities, and all improvements located thereon). Respondents shall use the form attached to this RFP.

## **7) Selection Criteria for 86 Burrill Street**

The following criteria will be used to evaluate proposals. Each criterion will be given a rating as following:

- 5-10 points - Most Advantageous
- 0-4 points - Least Advantageous

### Community Benefits or Otherwise

The Town wishes to attain the highest possible community benefit for the Property when redeveloped. Respondents are recommended to enumerate the various community benefits the Project will provide to residents of Swampscott.

*Most Advantageous* – The proposal maximizes public benefits to the Town by having a positive impact on the Town and the neighborhood.

*Least Advantageous* – Proposals that do not provide any demonstrable public benefits to the Town and the neighborhood.

### Lease Value

The Town wishes to attain the highest possible lease value for the Property in connection with a development proposal that is consistent with the intent and terms of this RFP.

*Most Advantageous* – The highest lease value with the fewest conditions attached thereto.

*Least Advantageous* – Proposals with conditions potentially limiting the lease value that the Town will realize.

### Qualifications

The Town wishes to lease the Property to a Respondent with experience in projects of similar use, type, and scale, and specifically transactions with municipalities, and with the financial capacity to expeditiously complete the task.

*Most Advantageous* – Extensive experience with similar projects, specifically with municipalities, and having strong financial capacity.

*Least Advantageous* – Limited or no experience with similar projects and/or not having strong financial capacity.

### Design Quality

The Project shall exhibit the highest levels of design creativity as well as sensitivity to the existing structure and the overall neighborhood context. The Respondent's plans shall define the key design elements of the Project.

*Most Advantageous* – A creative design solution that maximizes the site's use, preserves the Original Building, and enhances the overall neighborhood.

*Least Advantageous* – A design that does not utilize and preserve the Original Building and/or which offers a design not consistent with and sympathetic to the overall neighborhood.

### Financial Resources

The Respondent demonstrates the financial capability to complete the task.

*Most Advantageous* – A proposal that includes a positive, historical record of completion of similar projects, including without limitation evidence of the financial strength of the Respondent, and a high likelihood of securing all financial resources required to commence and complete the Project.

*Least Advantageous* – A proposal that does not include a positive, historical record of completion of similar projects, including without limitation evidence of the financial strength of the Respondent, and a high likelihood of securing all financial resources required to commence and complete the Project.

### Ability to Proceed

The Town wishes to have the Project permitted, the improvements completed, occupied, and operational as soon as possible.

*Most Advantageous* – Proposals indicating the shortest reasonable timelines for the commencement, completion, and occupancy of the Project.

*Least Advantageous* – Proposals for projects needing longer time horizons for commencement, completion, and occupancy.

### Reuse of the Original Building

The Town recognizes that the Original Building is unique, having a prominent location in the neighborhood, and historic architectural features. As such, the Building provides the Town with a significant opportunity to capitalize on its social development potential through its reuse. Therefore, the Town is concerned about the types of alterations proposed for the exterior of the Building as well as the design to assure it is complementary to the historic character of the Original Building.

*Most Advantageous* – Proposals which maintain and preserve the historic character of the Original Building.

*Least Advantageous* – Proposals which do not maintain the Original Building or propose alterations to any portion of the Building that are not consistent with or complementary to the character and quality of the Original Building.

## **8) Rights Reserved by Town**

- The Town reserves the right, in its sole discretion, to select one or more finalists to submit and negotiate a more fully developed response. The Town reserves the right to waive minor irregularities or defects contained in any proposal and to allow exceptions to the specifications and requirements herein, provided that such waiver or exception does not materially alter the conditions under which all proposals were submitted.
- Each Respondent must include sufficient supporting material to allow a meaningful and comprehensive evaluation of its proposal. The Town reserves the right to disqualify any proposal or response due to insufficient supporting or explanatory information, or to



request additional supporting information.

- The Town reserves the right to reject or accept, in its sole discretion, any proposal that is submitted.
- The Town reserves the right to reject any and all proposals, or to cancel the RFP, with no penalty, if deemed to be in the best interests of the Town.

#### **9) Selection Criteria and Project Award**

Each proposal will be evaluated and scored based on the proposal's responsiveness to Town interests, including, but not limited to the selection criteria. The statement of qualifications of each Respondent will be reviewed and scored to identify those who possess the relevant experience, good standing in the industry, the financial stability and capacity to carry the Project to completion and meet the Town's objectives and commitment to maintain the integrity of the neighborhood.

#### **10) Other Considerations**

- The Town will not be liable for any costs incurred by any respondents in the preparation and presentation of responses to this RFP or in the participation in views, interviews, or any other aspect of this RFP process.
- References may be checked for all parties identified as participating on the team.
- Respondents may submit more than one response to this RFP. However, each proposal to develop the Property must be a separate, complete package that can be considered independently.
- The Town Administrator may amend or revise the RFP as a result of questions submitted by Respondents or for any other reason that causes the Administrator to believe it would be in the best interests of the Town to do so. Such amendments or revisions will be sent prior to the submission deadline to all persons or firms who have been provided copies of the RFP.
- The Town assumes no responsibility for delays caused by the U.S. Postal Service or any other delivery service. Late responses will not be accepted, nor will additional time be granted to individual Respondents unless the Town Administrator extends the required submittal date for all Respondents.
- Respondents are responsible for errors and omissions in their responses, and any such errors and omissions will not serve to alter the Respondent's legal obligations to the Town.

- This RFP and the responses, including all warranties, commitments and representations made in the successful response shall be binding and shall become contractual obligations to be incorporated by reference in the Lease, unless the Town in its sole discretion waives any such warranty, commitment or representation.

## **11) Questions**

Please direct all questions regarding this RFP to:

M. Ronald Mendes, Esq.  
Chief Procurement Officer  
Swampscott Town Hall  
22 Monument Avenue  
Swampscott, MA 01907  
Telephone: 781-596-9553  
Email: [rmendes@swampscottma.gov](mailto:rmendes@swampscottma.gov)

## **12) Public Disclosure**

All proposal packages, their contents and accompanying documentation, no matter when submitted, will become the property of the Town and will be regarded as public records when received as directed by M.G.L. Chapter 4, Section 7, Clause 26. Respondents should be further aware that, with certain exceptions, the Town is required under M.G.L. Chapter 66 to make its records available for public inspection. Respondents should appropriately mark all materials they deem confidential or proprietary. However, the Town will bear no liability to any Respondent in the event that the Town is legally required to disclose information that a Respondent may define as confidential or proprietary.

## **Appendix A – Required Documents to be Filed with RFP**

1. Price Proposal Form
2. Respondent Entity Disclosure Statement
3. Certificate of Non-Collusion
4. Tax Compliance Certificate
5. Disclosure of Beneficial Interests in Real Property Transaction
6. Certificate of Authority

---

## Price Proposal Form

LEASE

*Please write your price proposal offer (lease value should equal total value over full term of lease):*

---

Print/Type your proposal amount above in written form

---

Print/Type your proposal amount above in number form

**Note:** *Both the written form and the number form should indicate the same total amount. If there is a conflict between the written form and the number form amounts, the written form will control.*

---

Name of Respondent

---

Name of person signing proposal

---

Signature of person signing proposal

Date

---

Title

---

Address

---

City

State

Zip Code

## Respondent Entity Disclosure Statement

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

(Notice: Give first and last name in full; in case of a corporation, give names of President and Treasurer; in case of a limited liability company, give names of the individual members, and, if applicable, the names of all managers; in case of a partnership or a limited partnership, all partners, general and limited and; in case of a trust, all the trustees)

NAME	ADDRESS	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Kindly furnish the following information regarding the Respondent:

**1) IF A PROPRIETORSHIP**

Name of Owner: \_\_\_\_\_

	ADDRESS	ZIP CODE	TELE #
Business:	_____	_____	_____
Home:	_____	_____	_____

**2) IF A PARTNERSHIP**

BUSINESS ADDRESS	ZIP CODE	TELE #
_____	_____	_____

PARTNER NAME	ADDRESS	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**3) IF A CORPORATION**

Full Legal Name: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Principal Place of Business	ZIP CODE	TELE #
_____	_____	_____

Qualified in Massachusetts: Yes \_\_\_\_\_ No \_\_\_\_\_

Place of Business in Massachusetts	ZIP CODE	TELE #
_____	_____	_____

Admitted in Massachusetts: Yes \_\_\_\_\_ No \_\_\_\_\_

Place of Business in Massachusetts	ZIP CODE	TELE #
_____	_____	_____

**4) IF A LIMITED LIABILITY COMPANY**

Full Legal Name: \_\_\_\_\_

State of Formation: \_\_\_\_\_

Principal Place of Business	ZIP CODE	TELE #
_____	_____	_____

Qualified in Massachusetts: Yes \_\_\_\_\_ No \_\_\_\_\_

Place of Business in Massachusetts	ZIP CODE	TELE #
_____	_____	_____

Admitted in Massachusetts: Yes \_\_\_\_\_ No \_\_\_\_\_

Place of Business in Massachusetts	ZIP CODE	TELE #
_____	_____	_____

**5) IF A TRUST**

Full Legal Name: \_\_\_\_\_

Recording Information: \_\_\_\_\_

State of Formation: \_\_\_\_\_

Full names and address of all trustees:

NAME	ADDRESS	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorized Signature of Proponent: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

### Certificate of Non-Collusion

Under Massachusetts General Laws Ch. 30B, Section 10, the following Certification must be provided:

“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.”

(Please Print)

---

Name of person signing proposal

---

Signature of person signing proposal

Date

---

Title

---

Address

---

City

State

Zip Code

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



### Certificate of Tax Compliance

STATE LAW MANDATES THAT TO DO BUSINESS WITH THE TOWN OF SWAMPSCOTT the Massachusetts Revenue Enforcement and Protection Program of 1983 requires that the following be supplied with your bid:

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

Pursuant to Mass. G.L. Ch. 62C, Section 49A, I Certify Under the Penalties of Perjury That I, To My Best Knowledge and Belief, Have Filed All Mass. State Tax Returns and Paid ALL Mass. State and Town Taxes Required under Law.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Town or City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Social Security Number **OR** Federal Identification Number

Certified by State Office of Minority and Women Business Association (SOMWBA)

Yes \_\_\_\_\_ Date of Certification \_\_\_\_\_

Failure to complete this form may result in rejection of bid and/or removal from Town Bid Lists.

\_\_\_\_\_  
Authorized Signature

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

**CONFLICT OF INTEREST CERTIFICATION**

The Responder hereby certifies that:

1. The Responder has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of a Contract pursuant to this Request for Qualifications.
2. No Consultant to, or subcontractor for, the Responder has given, offered, or agreed to give any gift, contribution, or offer of employment to the Responder, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a Contract by the Responder.
3. No person, corporation, or other entity, other than a bona fide full time employee of the Responder has been retained or hired to solicit for or in any way assist the Responder in obtaining the Contract (pursuant to this Request for Qualifications) upon an agreement or understanding that such person, corporation or entity be paid a fee or other compensation contingent upon the award of a Contract to the Responder.
4. The Responder understands that the Massachusetts Conflict of Interest Law, Chapter 268A of the Massachusetts General Laws, applies to the Responder with respect to the services described in the Request for Qualifications.
5. The Responder understands that the Responder, his/her/its officers, employees, agents, subcontractors, and affiliated entities, shall not participate in any activity which constitutes a violation of the Massachusetts Conflict of Interest Law or which creates an appearance of a violation of the Massachusetts Conflict of Interest Law.

\_\_\_\_\_  
Signature of individual submitting bid or proposal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of above signer

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

**Disclosure Statement for Transaction with a  
Public Agency Concerning Real Property  
M.G.L. c. 7C, s. 38 (formerly M.G.L. c 7, s. 40J)**

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, Agreement, or Document:
3. Public Agency Participating in Transaction:
4. Disclosing Party's Name and Type of Entity (if not an individual):
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 (insert “none” if none):

Name	Title or 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

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

### Certificate of Authority

(To be used by corporations and limited liability companies)

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

\_\_\_\_\_, held on \_\_\_\_\_,  
(Name of Corporation/Limited Liability Company) (Date)

it was VOTED that \_\_\_\_\_,  
(Name) (Title)

of this corporation/company, be and hereby is authorized to execute proposals, contracts and bonds in the name of said corporation/company, and to affix its seal thereto; and such execution of any proposal, contract or obligation in this corporation's/company's name on its behalf by such office under seal of the corporation/company, shall be valid and binding upon the corporation/company.

I hereby certify that I am the secretary/authorized representative of the above named corporation/company and \_\_\_\_\_ is the duly elected officer  
(Name)

as stated above of said corporation/company, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this proposal.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Secretary)

Seal:

**CERTIFICATE OF COMPLIANCE WITH M.G.L. c. 151B**

The Responder hereby certifies that it is in compliance with and shall remain in compliance with Massachusetts General Laws (M.G.L.) Chapter 151B and shall not discriminate on any prohibited basis outlined therein.

\_\_\_\_\_  
Signature of individual submitting bid or proposal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of above signer

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

**CERTIFICATE OF NON-DEBARMENT**

The Responder hereby certifies that it is presently not debarred, suspended, or otherwise prohibited from practice by any federal, state, or local agency, and that, should any proceeding arise in which it is debarred, suspended, or otherwise prohibited from practice by any federal, state, or local agency, the Responder shall inform the Town within one (1) business day of such debarment, suspension, or prohibition from practice.

\_\_\_\_\_  
Signature of individual submitting bid or proposal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of above signer

\_\_\_\_\_  
Business Name

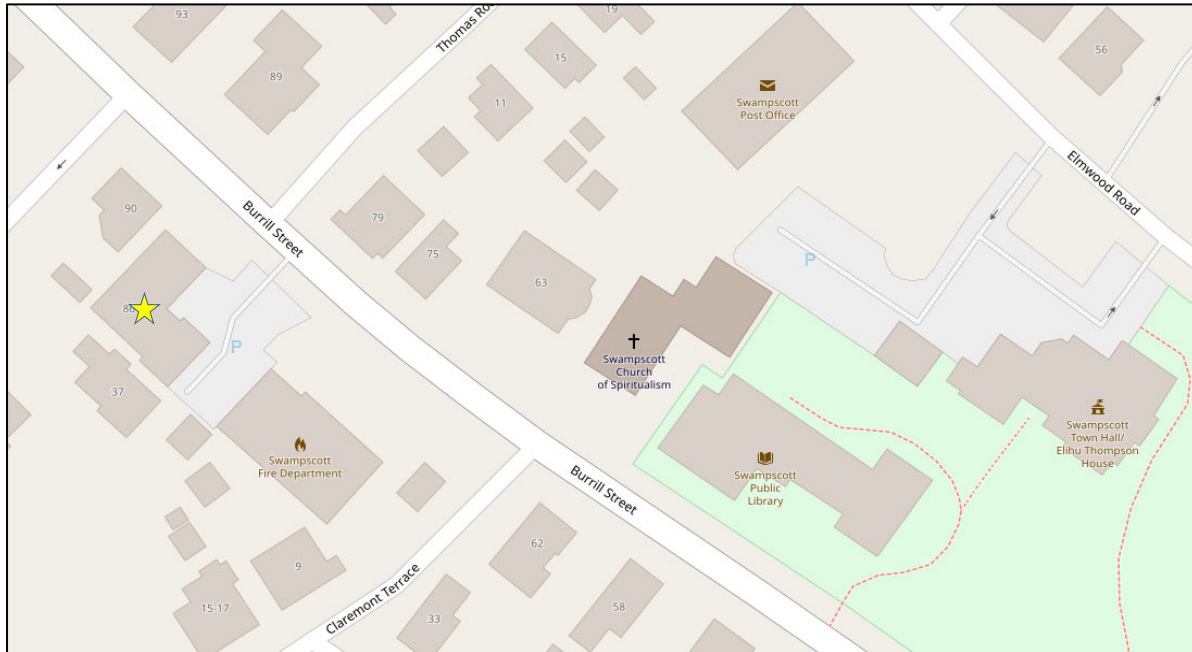
\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

## Appendix B – Additional Information

The plan provided below demonstrates the location of the Property (marked within the image) and relation to abutting properties and street network.

Property lines shown are for informational purposes only.





M. Ronald Mendes, Esq.  
Chief Procurement Officer  
Town of Swampscott  
22 Monument Ave.  
Swampscott, MA 01907

Office Direct: (781) 596-9553  
Office General: (781) 596-8850  
Cell/Text: (781) 732-0192  
rmendes@swampscottma.gov

## **ADDENDUM ONE**

Date Issued: August 5, 2019

From: M. Ronald Mendes, Esq., Chief Procurement Officer

RE: **Lease of 16 New Ocean Street**

---

## **ADDENDUM ONE**

### **RECEIPT OF THIS ADDENDUM MUST BE ACKNOWLEDGED ON THE BID FORM.**

The following corrections, changes, additions, and / or clarifications are hereby made a part of the Bid Documents. In case of conflicts between this Addendum and previously issued documents, this addendum shall take precedence.

This Addendum is issued prior to receipt of bids and does hereby become part of the Contract Documents and in case of conflict, it shall supersede original plans and specifications. Each bidder shall acknowledge receipt of this Addendum on the Proposal Form.

1. Bid Deadline is POSTPONED until Tuesday, August 20, 2019 at 10:00 am.

Attachment A: Sample Lease

TOWN OF SWAMPSCOTT  
REQUEST FOR PROPOSALS  
LEASE OF 16 NEW OCEAN STREET

LEASE AGREEMENT

ARTICLE I: SUMMARY

1.1 Key Terms

DATE OF LEASE: \_\_\_\_\_, 2019

LANDLORD: TOWN OF SWAMPSCOTT

LANDLORD'S ADDRESS: Swampscott Town Hall  
22 Monument Avenue  
Swampscott, MA 01907

TENANT:

TENANT'S ADDRESS:

PREMISES: The parcel of land with the building thereon (the "Building") located at 16 New Ocean Street, Swampscott, Massachusetts, which land contains 5,000 square feet, more or less, being Assessor's Map 3, Block 3, Lot 0, including the parking areas, driveways, and walkways thereon.

ARTICLE II: PREMISES

2.1 Premises. Landlord does hereby demise and lease unto Tenant the Premises, as described in Section 1.1 above.

The Premises are delivered to Tenant and Tenant accepts the Premises in their present condition, "AS IS," it being agreed that Tenant has had an opportunity to examine and inspect the Premises in all respects, that Landlord has made no representations or warranties of any kind with respect thereto, and that Landlord shall have no obligation to do any work on, or make any improvements to the Premises or the condition thereof.

2.2 Permitted Uses. Tenant shall use the Premises for the purpose of \_\_\_\_\_ (the "Permitted Uses"), in accordance with the terms and conditions set forth in the Request for Proposals issued by the Town of Swampscott and the Tenant's written proposal dated \_\_\_\_\_, 2019 (the "Proposal"), which Request for Proposals and Proposal are incorporated herein and made a part hereof.

#### ARTICLE III: TERM OF LEASE

This Lease shall commence on \_\_\_\_\_, 2019 (the "Commencement Date") and expire on \_\_\_\_\_, 20\_\_ (the "Initial Term"), with Tenant having the right to extend the term of the Lease for a \_\_\_\_\_ (\_\_) year term (the "Extension Term"), for a total maximum term of \_\_\_\_\_ (\_\_\_\_) years, by giving Landlord written notice thereof ninety (90) days prior to the expiration of the then Initial Term. The Initial Term and, if exercised, the Extension Term, are referred to herein as the "Term."

#### ARTICLE IV. RENT

4.1 Payment of Rent. Tenant covenants and agrees to pay Landlord, without notice or demand therefor and without any deduction or set-off whatsoever, except as expressly otherwise provided herein, the "Base Rent" and "Additional Rent," as such terms are defined below.

4.2 Base Rent. Commencing on the Commencement Date, Tenant shall pay a base rent in the amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) per year [MINIMUM OF \$\_\_\_\_\_ FOR FIRST LEASE YEAR], to be paid in monthly installments of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) per month, during the Term of this Lease (as increased annually, the "Base Rent"). If the Commencement Date shall be on any day other than the first day of a calendar month, Base Rent and other charges for such month shall be pro rated on a per diem basis.

Base Rent shall increase automatically each lease year, on the anniversary of the Commencement Date, by \_\_\_\_ percent (\_\_\_\_%). [MINIMUM OF \_\_\_\_]

4.3 Additional Rent. Tenant shall be responsible for any and all taxes, rates, charges, assessments, license fees, municipal liens, levies, excises, water and sewer charges, fees or other charges, whether general or special, or ordinary or extraordinary, of every kind and nature, including governmental or other impositions, charged, levied, assessed, or imposed, whether by federal, state, local, or any other public authority, during the Term hereof, in relation to the Premises, Tenant's personal property, and/or Tenant's use and operation of the Premises. All such charges and any other payment to be made by Tenant under this Lease shall be referred to herein as the "Additional Rent." Tenant shall pay all of the Additional Rent promptly, before any fine, penalty, interest, or cost may be added for nonpayment and shall furnish to Landlord, on request, official receipts or other satisfactory proof evidencing such payment. Base Rent and Additional Rent are referred to, together, as "Rent."

4.4. General Rent Provisions. Rent shall be payable by Tenant to Landlord monthly in advance on the first day of each month during the Term of this Lease without counterclaim, notice, demand, abatement or offset. All Rent and other payments required to be made by Tenant to Landlord under this Lease shall be paid by check made payable to the "Town of Swampscott" and delivered to Landlord at the address set forth above, or at such other place as Landlord may from time to time direct by written notice to Tenant.

4.5. Interest. All payments becoming due under this Lease and not paid when due shall bear interest from the applicable due date until received by Landlord at an annual rate equal to the prime rate of interest charged from time to time by the Bank of America or its successor, plus two percent (2%).

#### ARTICLE V: UTILITIES

5.1. Delivery of Utilities. Landlord shall not be responsible for providing or paying for utilities to the Premises or for general maintenance of the Premises. Tenant agrees to pay promptly, as and when the same become due and payable, all charges for water, sewer, electricity, gas, heat, steam, hot and/or chilled water, air conditioning, ventilating, lighting systems, and other utilities supplied to the Premises (whether prior or during the Term, or subsequent thereto if relating to Tenant's use of the Premises). If Tenant fails to pay for the utilities furnished to the Premises, Landlord shall have the right, but not the obligation, to pay the same, and Tenant shall reimburse Landlord promptly upon demand for all costs, expenses and other sums of money in connection therewith, with interest, as Additional Rent.

5.2. Additional Utilities. In the event Tenant requires additional utilities or equipment, all costs incurred in connection therewith, including installation, maintenance and repairs of the same, shall be Tenant's sole obligation, provided that such installation shall be subject to the prior written consent of Landlord and shall be installed in conformity with plans and specifications provided by Tenant and approved by Landlord, said consent not to be unreasonably withheld.

5.3. Tenant Not to Exceed Capacity of Feeders or Wiring. Tenant covenants and agrees that at all times its use of electric current shall never exceed the capacity of the feeders to the Premises or the wiring installations therein.

#### ARTICLE VI: MAINTENANCE; REPAIRS

6.1. Tenant's Responsibility. Tenant shall be responsible for maintaining the Premises in good and clean condition and order at its sole expense. Without limiting the foregoing, Tenant shall keep the Premises, including, without limitation, the electrical fixtures, windows, halls, stairwells, lavatories and all other areas of the Building, the landscaping (including, without limitation, keeping the grass neat and cut and trimming of trees and bushes) in good condition, damage by fire or other casualty, and ordinary wear and tear only excepted. Tenant shall also, at its expense, keep the Premises in clean and orderly condition, free of dirt and rubbish. Tenant shall be responsible for removing trash from the Premises and the collection and disposal thereof. Tenant agrees to keep, operate, use and maintain every part of the Premises in conformity with all requirements of the law and applicable fire underwriting and related regulations, and to do all other work necessary to comply with the foregoing covenants. Tenant shall not permit the Premises to be overloaded, damaged, stripped, or defaced, nor suffer any waste.

6.2 Landlord's Responsibility. Landlord shall be responsible for the electrical wiring and lighting, all plumbing and utility lines serving the Premises, the heating and ventilating system and the fire protection equipment and systems serving the Building, the roof, exterior walls and foundations of the Building, in good and safe order, condition and repair, reasonable wear and tear and damage by fire or other casualty excepted. Tenant shall be responsible for removing snow and ice from the Premises, including all sidewalks, walkways, and parking areas.

6.3 Inspection. Without limiting Landlord's rights to access the Premises under other provisions of this Lease, Landlord hereby specifically reserves the right to conduct an annual inspection of the Premises, and Tenant shall allow entry and access to the Swampscott Fire Department, Building Inspector, and such other persons as the Board of Selectmen may designate, for the purpose of investigating the condition of the of the Premises. Landlord shall provide Tenant with a minimum notice of twenty-four (24) hours, and not interfere unreasonably with Tenant's use of the Premises. Landlord

may provide Tenant with a report of such assessments and list of repairs or maintenance that Landlord reasonably determines need to be made.

6.4 Tenant's Failure to Maintain. If any maintenance, repair and/or replacements is required to be made by Tenant pursuant to the terms hereof and Tenant fails to cure the same within thirty (30) days after notice by Landlord (or, in the event of an emergency, with such notice as is practicable), Landlord shall have the right (but shall not be obligated) to make such repairs, replacements or perform maintenance work or any other work required of Tenant pursuant to this Lease and charge the cost thereof to Tenant as Additional Rent, which, if not paid within thirty (30) days from the presentment of invoices therefore, shall bear interest at the rate set forth herein.

#### ARTICLE VII: ALTERATIONS AND ADDITIONS

7.1 Construction of Improvements. Tenant shall obtain the Landlord's written approval prior to making any structural alterations or additions to the Premises. Tenant may make non-structural alterations or additions to the Premises, including paving the unpaved, unlined parking area located around the Building. All such allowed or required alterations or additions shall be at Tenant's sole expense, shall be in accordance with all applicable laws and codes, and shall be in quality at least equal to the present construction.

7.2 Compliance with Laws. Tenant shall procure all necessary permits before undertaking any work on the Premises, including without limitation any structural alterations, and shall cause all such work to be performed in a good and first-class workmanlike manner and in accordance with the requirements of insurers, employing new materials of prime quality and shall defend, hold harmless, exonerate and indemnify Landlord from all injury, loss or damage to any person or property occasioned by such work. Tenant shall at all times comply with (i) Massachusetts public bidding laws and all laws, rules, orders and regulations of governmental authorities having jurisdiction thereof, in effect at the time of application for permits for such work; (ii) orders, rules and regulations of any Board of Fire Underwriters, or any other body hereafter constituted exercising similar functions, and governing insurance rating bureaus; and (iii) plans and specifications (which shall be prepared by and at the expense of Tenant and approved by Landlord prior to beginning any work). Tenant agrees to employ responsible contractors for such work and shall cause such contractors to carry workers' compensation insurance in accordance with statutory requirements and comprehensive public liability insurance and automobile liability insurance covering such contractors on or about the Premises in amounts reasonably acceptable to Landlord and agrees to submit certificates evidencing such coverage to Landlord prior to the commencement of and during the continuance of any such work.

7.3 Liens and Encumbrances. Tenant shall not permit any mechanics' liens, or similar liens, to remain upon the Premises for labor and material furnished to Tenant or claimed to have been furnished to Tenant in connection with work of any character performed or claimed to have been performed at the direction of Tenant, and shall cause any such lien to be released of record without cost to Landlord within twenty (20) days after Tenant receives notice of filing of same. In connection with the foregoing, Tenant agrees to indemnify, save, defend, and hold harmless Landlord against, of and from all costs, liabilities, suits, penalties, claims and demands, including reasonable counsel fees, resulting therefrom. If Tenant shall fail to discharge such liens within such period or fail to furnish security therefor, then Landlord may, but shall not be obligated to, discharge the same, and Tenant agrees to reimburse Landlord promptly upon demand for all costs, expenses and other sums of money in connection therewith as Additional Rent, with interest. All materialmen, contractors, artisans, mechanics, laborers and any other persons now or hereafter who contract with Tenant for the furnishing of any labor, services, materials, supplies or equipment with respect to any portion of the Premises are hereby charged with notice that they must look exclusively to Tenant to obtain payment for same. Tenant agrees that it will, on request from Landlord, comply with any and all reasonable requirements of Landlord with respect to the work performed or materials furnished by Tenant or its agents, contractors, and sub-contractors in the Premises.

7.4 Insurance for Tenant's Work. Tenant shall have and maintain in force public liability and property insurance, builder's risk insurance covering Landlord, and workmen's compensation insurance affording applicable statutory coverage and containing statutory limits. All such policies shall comply with the provisions of Article X hereof.

7.5 Ownership of Improvements. All structural alterations and additions made by Tenant shall become the exclusive property of Landlord upon completion. All nonstructural alterations and additions made by Tenant shall remain the exclusive property of Tenant. Tenant may at any time, at its sole option, remove any such alteration or addition, provided that removal does not damage the Premises or Tenant restores the Premises to the same condition as prior to such alteration or addition.

7.6 Inspection of Improvements. Landlord's representatives may enter upon the Premises from time to time on reasonable notice to Tenant for the purpose of inspecting the Improvements being constructed by Tenant, and such entry shall not be construed to be a violation of Tenant's right to exclusive possession of the Premises. At final completion of any improvement, Landlord shall have the right to inspect the work to determine material conformity with the approved plans, and may direct Tenant to perform such additional work as may be necessary to materially conform with said plans. Any entry upon the Premises by Landlord shall be at its sole risk.

## ARTICLE VIII – USE OF PREMISES

8.1 Permitted Uses. Tenant shall use the Premises solely for the Permitted Uses. Tenant shall keep the Premises in good order, reasonable wear and tear and damage by fire or other casualty only excepted, and shall not commit or permit Tenant's servants, agents or invitees to commit waste to the Premises. Tenant agrees not to erect any signs on the Premises, including the exterior of the Building, without the prior written consent of the Landlord, which consent shall not be unreasonably withheld.

8.2 Compliance with Laws, Regulations, and Codes. Tenant acknowledges that no trade or occupation shall be conducted in the Premises or use made thereof which will be unlawful, improper, offensive, or contrary to any federal, state or local law, regulations, codes and ordinances, including, but not limited to, those that relate to health and safety and those of the Board of Fire Insurance Underwriters.

8.3 Hazardous Substances. Tenant shall not bring onto, store, release, dispose or threaten the release from the Premises or elsewhere on the Premises any hazardous, toxic, inflammable, combustible or explosive fluid, material, chemical, or substance, including without limitation any item defined as hazardous pursuant Chapter 21E of the Massachusetts General Laws and federal and other state laws ("Hazardous Substances"). Tenant shall defend, indemnify and hold harmless Landlord, and those claiming by, through and under Landlord, from and against any and all liability, loss, damage, costs, expenses (including, without limitation, reasonable attorneys' fees and expenses), causes of action, suits, claims, demands or judgments of any nature in any way suffered, incurred, or paid as a result of any release or threatened release of Hazardous Substances on or from the Premises which is caused or exacerbated by Tenant, its agents, employees, contractors, representatives, or invitees. Landlord shall have no responsibility to Tenant, its agents, employees, representatives and invitees, for the presence of Hazardous Substances on the Premises or be required to abate or remediate the same. The provisions of this Section shall survive the expiration or earlier termination of the Lease.

8.4 Compliance with Landlord's Rules and Regulations. Tenant and Tenant's employees, agents, invitees and licensees shall observe and comply with all reasonable rules and regulations as established from time to time by Landlord with respect to the manner of conducting business in the Premises and the upkeep and the use of the Premises.

8.5 Assignment and Subleasing. Tenant shall not assign, sublet, underlet, mortgage, pledge or encumber (collectively referred to as "Transfer") this Lease without Landlord's prior written consent, which may be withheld in Landlord's sole discretion. Consent by Landlord, whether express or implied, to any Transfer shall not constitute a waiver of Landlord's right to prohibit any subsequent Transfer; nor shall such consent be deemed a waiver of Landlord's right to terminate this Lease upon any subsequent Transfer. As used herein, the term "assign" or "assignment" shall be deemed to include, without limitation, any transfer of Tenant's interest in the Lease by operation of law.



## ARTICLE IX: INDEMNIFICATION; RELEASE

9.1. Indemnification. Tenant shall, during the term hereof, assume and maintain exclusive control of the Premises and defend, indemnify and save harmless Landlord from and against all claims, expenses or liability of whatever nature arising from any act, omission or negligence of Tenant, Tenant's contractors, agents, employees, customers, and invitees, or anyone claiming by, through or under Tenant, or arising, directly or indirectly, from any accident, injury or damage whatsoever, however caused, to any person, or to the property of any person, occurring after Tenant enters the Premises for any reason and until the end of the term of this Lease and, thereafter, so long as Tenant or any occupant claiming under Tenant is in occupancy of any part of the Premises, in or about the Premises, or arising from any accident occurring outside the Premises but within the general area of the Premises, where such accident, injury or damage results or is claimed to have resulted from any act, omission or negligence on the part of Tenant or Tenant's contractors, agents, employees, customers, and invitees, or anyone claiming by, through or under Tenant.

The foregoing indemnity and hold harmless agreement shall include indemnity against all costs, expenses and liabilities incurred in or in connection with any such claim or proceeding brought thereon, including attorneys' fees, and the defense thereof with counsel acceptable to Landlord or counsel selected by an insurance company which has accepted liability for any such claim.

9.2. Release. To the maximum extent this Lease may be made effective according to law, Tenant agrees to use and occupy the Premises at Tenant's own risk, and Landlord shall have no responsibility or liability for any loss or damage to fixtures or other personal property of Tenant or any person claiming by, through or under Tenant. Without limitation, Tenant agrees that Landlord shall not be responsible or liable to Tenant, or those claiming by, through or under Tenant, for any loss or damage resulting to Tenant or those claiming by, through or under Tenant, its or their property from the breaking, bursting, stopping or leaking of electric cables and wires, and water, gas or steam pipes.

The provisions of this Article shall survive any termination of this Lease.

## ARTICLE X: INSURANCE

10.1 Tenant's Insurance. Tenant shall obtain and keep in force at its own expense so long as this Lease remains in effect and thereafter so long as Tenant, or anyone claiming by, through or under Tenant, uses or occupies the Premises or any part thereof, policies of insurance for the benefit of such parties, in the amounts, and in the manner and form set forth in this Section; provided, however, that amounts of insurance coverage may from time to time be increased. Tenant shall furnish certificates evidencing each such insurance coverage to Landlord prior to the execution of this Lease (to the extent

such insurance is appropriate at such time) and providing that the insurer shall give Landlord written notice at least thirty (30) days in advance of any termination, expiration or any and all changes in coverage. The kinds and amounts of such insurance coverage shall not be less than the kinds and amounts designated herein, and Tenant agrees that the stipulation herein of the kinds and minimum amounts of insurance coverage, or the acceptance by Landlord of Certificates of Insurance indicating the kinds and limits of coverage shall in no way limit the liability of Tenant to any such kinds and amounts of insurance coverage.

(a) General Liability Insurance: A Comprehensive General Liability policy on an occurrence basis endorsed to include broad form comprehensive general liability with a combined single limit of liability of not less than \$1,000,000.00. The policy shall name Landlord, and its officers, agents, servants, employees and consultants as additionally insured parties.

(b) Property Insurance: Landlord shall, at its sole expense, obtain and keep in force during the Term, "all-risk" property insurance coverage insurance on the Building and other improvements on the Premises, including, but not limited to, machinery and boilers, naming Landlord as the insured, and otherwise in the customary form for property insurance coverage of buildings of similar character in the Primary Metropolitan Statistical Area that includes the Town of Swampscott. The amount of such insurance will be set forth on an "agreed amount endorsement" to the policy of such insurance and will not be less than 100% of the full replacement value of the improvements, as determined from time to time

(c) Worker's Compensation Insurance: Tenant and any subtenants, as applicable, shall provide Workers' Compensation Insurance required by law and the Employer's Liability insurance for at least the amounts of liability for bodily injury by accident of \$100,000.00 each accident; bodily injury by disease each employee of \$100,000.00; and bodily injury by disease policy limit of \$500,000.00, or such greater amount as may be required from time to time by the laws of the Commonwealth of Massachusetts.

(d) Should Tenant choose to make improvements to the Building, Tenant shall provide Landlord with evidence that Tenant has required its contractors to maintain (i) worker's compensation insurance in the amounts required by law (or reasonably comparable insurance if such insurance is no longer available), (ii) builder's risk (or such reasonably comparable insurance) insurance on an "all risk" basis (including collapse) insuring against casualty to such construction for full replacement value of the work performed and the equipment supplies and materials furnished and stored, (iii) automobile liability insurance in the minimum amounts required by law with limits of liability not less than \$1,000,000 per occurrence for property damage and \$2,000,000 combined single limit, (iv) Employer's Liability Insurance affording protection in the amount of not less than \$500,000 per accident and \$500,000 for disease, (v) public liability insurance within limits in an amount not less than \$3,000,000 comprehensive general liability total with a limit of \$1,000,000 an occurrence, and (vi) Professional/Environmental

Impairment Liability Insurance providing coverage for environmental contamination , bodily injury and/or property damage arising out of acts and omissions of Tenant or its contractors, employees or agents in the performance of the Permitted Uses or any other activities or failures to act at or with respect to the Premises in the amount of \$1,000,000 for each claim and \$1,000,000 in the aggregate (which insurance, unlike the other insurance noted above, may be made on a claims made basis). Tenant shall require that Landlord, and its officers, agents, servants and employees be named as additional insurers on all subtenants, concessionaires, subcontractor's and independent contractor's insurance, excluding Workers' Compensation.

On the fifth (5th) anniversary of the Commencement Date, and every five (5) years thereafter, or upon Landlord's reasonable request (which shall occur not more often than once every three (3) years), the limits of any of the above-mentioned insurance coverages may be increased at the written request of the Landlord to amounts reasonably requested by the Landlord, but not to exceed the amounts of coverage generally maintained at the time in question for similar properties in Massachusetts.

Landlord shall have the same rights and remedies for the non-payment by Tenant to Landlord of amounts due on account of insurance premiums as Landlord has under this Lease for the failure of Tenant to pay the Rent.

10.2 Personal Property. Tenant agrees that Landlord shall have no responsibility or liability for any loss or damage or injury from any cause whatsoever, including theft or otherwise of fixtures, improvements, or other personal property of Tenant. Tenant agrees that it shall continuously keep its fixtures, merchandise (if any), equipment and other personal property from time to time located in, on or about the Premises, and all leasehold improvements to the Premises constructed or installed by Tenant insured by reputable, duly licensed insurance companies against loss or damage by fire with the usual extended coverage endorsements. Within a reasonable time after Tenant enters the Premises, no less often than annually thereafter, and at any other time upon the request of Landlord, Tenant shall furnish to Landlord evidence of such continuous insurance coverage satisfactory to Landlord. It is understood and agreed that Tenant assumes all risk of damage to its own property arising from any cause whatsoever, including, without limitation, loss by theft or otherwise.

10.3. General Requirements. Landlord shall be named as an additional insured on all insurance policies. All required insurance shall be written with such companies qualified to do business in Massachusetts, as Tenant shall select and Landlord shall approve, which approval Landlord agrees not to withhold unreasonably. Without limiting Landlord's other rights under any other provisions of this Lease, if Tenant shall fail to keep the Premises insured as provided herein, and if such failure shall continue to a period of ten (10) days following written notice by Landlord to Tenant thereof, then Landlord, without further notice to Tenant, may take out and pay for such insurance, and the amount of such payment shall become due and payable as Additional Rent on demand.

Tenant hereby waives any and all rights of recovery which it might otherwise have against Landlord, its agents, employees and other persons for whom Landlord may be responsible for any loss or damage to Tenant's property or improvements in the Premises which are either required to be insured under the terms of this Lease or which Tenant, in the absence of any such requirement, elects to insure, notwithstanding that the loss or damage may result from the negligence, willful act or default under the terms of this Lease by Landlord, its agents, employees, contractors, or other persons for whom Landlord may be responsible.

#### ARTICLE XI: CASUALTY; EMINENT DOMAIN

(a) For the purposes of this Article XI, "substantial part" shall be defined as that portion of the Premises which if damaged or taken by eminent domain would materially affect the use of the Premises for the Permitted Uses.

(b) If the Premises or any portion thereof shall be destroyed or damaged by fire or other casualty, or taken by any public or quasi-public agency or authority other than Landlord by right of eminent domain, and the casualty/taking unreasonably interferes with the use of the Premises for the Permitted Uses in a manner comparable to such use prior to such casualty/condemnation, this Lease shall terminate at the election of either Landlord or Tenant. Any such termination shall be effective thirty (30) days after the date of notice thereof.

(c) If any part of the Premises is damaged by fire or other casualty or is taken by a public authority and this Lease is not terminated by Landlord or Tenant as provided above, Tenant shall proceed with reasonable diligence to repair and restore the Premises, or what remains thereof in the case of a partial taking, to its condition prior to such taking. Tenant acknowledges and agrees that in no event shall Landlord be liable for any injury, harm or any other loss, cost, expense, demand, claim, or have any obligation to repair, replace, improve, restore and/or rebuild, any damage of any kind or nature whatsoever to the Premises or any portion thereof caused by an eminent domain taking or by fire, flood or other casualty.

(d) In the event of a taking by eminent domain, Landlord shall have, and hereby reserves and excepts, and Tenant hereby grants and assigns to Landlord, all rights to recover for damages to the Premises and the leasehold interest hereby created, and to compensation accrued or hereafter to accrue by reason of such taking or damage. Tenant covenants to deliver such further assignments and assurances thereof as Landlord may from time to time request, hereby irrevocably designating and appointing Landlord as its attorney-in-fact to execute and deliver in Tenant's name and behalf all such further assignments thereof. Nothing contained herein shall be construed to prevent Tenant from

prosecuting in any condemnation proceedings a claim for the value of any of Tenant's usual trade fixtures installed in the Premises by Tenant at Tenant's expense and for relocation expenses, provided that such action shall not affect the amount of compensation otherwise recoverable hereunder by Landlord from the taking authority.

#### ARTICLE XII: TERMINATION; DEFAULT

In the event that:

(a) Tenant shall default in the payment of Rent or any other sum herein specified or shall fail to carry and/or maintain the insurance required hereunder and such default shall continue for ten (10) days after written notice thereof; or

(b) Tenant shall default in the observance or performance of any other of Tenant's covenants, agreements, or obligations hereunder and such default shall not be corrected within thirty (30) days after written notice (or any shorter period, if specified herein); or

(c) the occurrence of any of the following events: (i) the making by Tenant of any general arrangement or assignment for the benefit of creditors; (ii) Tenant's becoming a "debtor" as defined in 11 U.S.C. §101 or any successor statute thereto (unless, in the case of a petition filed against Tenant, the same is dismissed within 60 days); (iii) the appointment of a trustee or receiver to take possession of substantially all of Tenant's assets located at the Premises or of Tenant's interest in this Lease, where possession is not restored to Tenant within thirty (30) days; or (iv) the attachment, execution or other judicial seizure of substantially all of Tenant's assets located at the Premises or of Tenant's interest in this Lease, where such seizure is not discharged within thirty (30) days; provided, however, in the event that any provision of this paragraph (c) is contrary to any applicable law, such provision shall be of no force, and not affect the validity of the remaining provisions.

then Landlord shall have the right thereafter, while such default continues, to re-enter and take complete possession of the Premises, to declare the Term of this Lease ended, and remove Tenant's effects, without prejudice to any other remedy which may be available to Landlord. To the extent permitted by law, Tenant shall indemnify Landlord against all payments which Landlord may incur by reason of such termination during the residue of the Term. If Tenant shall default after reasonable notice thereof, in the observance or performance of any conditions or covenants on Tenant's part to be performed or observed by virtue of any of the provisions of any article of this Lease, Landlord, without being under any obligation to do so and without thereby waiving such default, may remedy such default for the account and at the expense of Tenant. If Landlord makes any expenditures or incurs any obligations for the payment of money in connection with Tenant's default, including but not limited to,

reasonable attorneys' fees in instituting, prosecuting or defending any action or proceeding, such sums paid or obligations incurred shall be paid to Landlord by Tenant as Additional Rent.

Without limiting any of Landlord's rights and remedies hereunder, and in addition to all other amounts Tenant is otherwise obligated to pay, it is expressly agreed that Landlord shall be entitled to recover from Tenant all costs and expenses, including reasonable attorneys' fees, incurred by Landlord in enforcing this Lease from and after Tenant's default.

#### ARTICLE XIII: MISCELLANEOUS

13.1. Changes in Lease. None of the covenants, agreements, provisions, terms and conditions of this Lease shall in any manner be changed, altered, waived or abandoned except by a written instrument signed, sealed and mutually agreed upon by all the parties hereto, and approved as required by law. Such instrument shall not be void for want of consideration.

13.2. Quiet Enjoyment. Landlord hereby warrants and covenants that Tenant shall have peaceful and quiet use and possession of the Premises without hindrance or interruption on the part of Landlord, or by any other person(s) for whose actions Landlord is legally responsible, or by any person claiming by, through or under Landlord, except as herein provided.

13.3. Landlord's Entry. Landlord or its agents may, at reasonable times and without interfering with Tenant's business operations, enter the Premises from time to time to make repairs or to inspect the Premises. Landlord shall give Tenant a minimum of twenty-four (24) hours' notice for such visits, provided however that Landlord may enter the Premises at any hour and without prior notice in the case of an emergency affecting the Premises.

13.4. Yield Up at Termination of Lease. Tenant shall at the expiration or other termination of this Lease remove all Tenant's effects from the Premises. Tenant shall deliver the Premises to Landlord in the condition in which Tenant is required to maintain the same as set forth in this Lease, reasonable wear and tear excepted.

13.5. Holding Over. If Tenant or anyone claiming under Tenant shall remain in possession of the Premises or any part thereof after the expiration of the term hereof, without any agreement in writing between Landlord and Tenant with respect thereto, the person remaining in possession shall be deemed a tenant at sufferance. After acceptance by Landlord of any payments made under this Lease, the

person remaining in possession shall be deemed a tenant from month-to-month, subject to the provisions of this Lease insofar as the same may be made applicable to a tenant from month-to-month, which occupancy or use may at any time be terminated by either party by one (1) month's written notice to the other party.

13.6. Severability. If any provision of this Lease is declared to be illegal, unenforceable, or void, then both parties shall be relieved of all obligations under that provision provided, however, that the remainder of the Lease shall be enforced to the fullest extent permitted by law.

13.7. Binding Agreement; Covenants and Agreements; Governing Law; Personal Liability. This Lease shall bind and inure to the benefit of the parties hereto and their respective representatives, successors and assigns. All covenants, agreements, terms and conditions of this Lease shall be construed as covenants running with the land. This Lease contains the entire agreement of the parties and may not be changed or modified except by a written instrument in accordance with the provisions herein. This Lease shall be governed by the laws of the Commonwealth of Massachusetts. The provisions of those laws shall not be deemed waived by any provision of this Lease.

The failure of either party to seek redress for violation or to insist upon the strict performance of any covenant or condition of this Lease shall not prevent a subsequent act, which would have originally constituted a violation, from having all the force and effect of a violation. No provision of this Lease shall be deemed to have been waived by either party unless such waiver is in writing and signed by the party to be bound thereby.

No mention in this Lease of any specific right or remedy shall preclude Landlord or Tenant from exercising any other right, or from having any other remedy, or from maintaining any action to which it may otherwise be entitled either in law or in equity.

No official, employee or consultant of the Town of Swampscott shall be personally liable to Tenant or any partner thereof, or any successor in interest or person claiming through or under Tenant or any such partner, in the event of any default or breach, or for or on account of any amount which may be or become due, or on any claim, cause or obligation whatsoever under the terms of this Lease or any amendment or extension entered into pursuant hereto.

13.8. Notice. Any notice relating to the Premises or to the occupancy thereof shall be in writing and shall be deemed duly served when mailed by registered or certified mail, postage prepaid, addressed to the other party at the addresses listed in Section 1.1, or at such other addresses as the parties may from time to time designate by written notice to the other party.

IN WITNESS WHEREOF, this Lease has been executed in duplicate by the parties hereto, under seal.

LANDLORD:

TENANT:

TOWN OF SWAMPSCOTT,  
By its Board of Selectmen

\_\_\_\_\_

By: \_\_\_\_\_

Name:

Title:

\_\_\_\_\_

By: \_\_\_\_\_

Name:

Title:

\_\_\_\_\_

\_\_\_\_\_



