



**William F. Martin**  
Mayor

# **GREENFIELD, MASSACHUSETTS**

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## **PURCHASING DEPARTMENT**

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## **ADDENDUM #1** **RFP 15-08** **School Administration Office Space**

This addendum is to clarify the term of lease for RFP 15-08, School Administration Office Space, which was not specified in the RFP:

1. Space shall be available for an initial term through December 31, 2016, with an option to renew for two (2) single years at the discretion of the Town. If the Town chooses not to renew for any of the two year option terms; they will give at least a 6 month notice of their intent not to renew.
2. The attached revised Bid Proposal Form should be substituted for the one included with the RFP.

# BID PROPOSAL FORM

## Lease through December 31, 2016

\_\_\_\_\_ Annually \_\_\_\_\_ Monthly  
(Words) (Words)

\$ \_\_\_\_\_ Annually \$ \_\_\_\_\_ Monthly  
(Dollar figures) (Dollar figures)

## Option Year #1: Lease through December 31, 2017 if exercised

\_\_\_\_\_ Annually \_\_\_\_\_ Monthly  
(Words) (Words)

\$ \_\_\_\_\_ Annually \$ \_\_\_\_\_ Monthly  
(Dollar figures) (Dollar figures)

## Option Year #2: Lease through December 31, 2018 if exercised

\_\_\_\_\_ Annually \_\_\_\_\_ Monthly  
(Words) (Words)

\$ \_\_\_\_\_ Annually \$ \_\_\_\_\_ Monthly  
(Dollar figures) (Dollar figures)

## Common Area Charges if Applicable

\_\_\_\_\_ Annually \_\_\_\_\_ Monthly  
(Words) (Words)

\$ \_\_\_\_\_ Annually \$ \_\_\_\_\_ Monthly  
(Dollar figures) (Dollar figures)

Escalation for Common Area Charges: Year 1 \_\_\_\_\_ Year 2: \_\_\_\_\_

Please explain how Common Area Charges are computed: