



CITY OF GREENFIELD, a/k/a TOWN OF GREENFIELD  
GREENFIELD, MASSACHUSETTS

RFP TITLE: Request for Services (RFS) Owner's Project Manager  
Library Project

RFS #: 15-16

DATE OF ISSUANCE: Wednesday, March 25, 2015 at 10:00 a.m.

RESPONSE DATE: Wednesday, April 22, 2015 at 2:00 p.m.

SUBMIT TO: PURCHASING DEPARTMENT  
TOWN OF GREENFIELD  
14 COURT SQUARE  
GREENFIELD, MA 01301

As of 10:00 a.m. on Wednesday, March 25, 2015 copies of this RFS for Greenfield- Owner Project Manager-Library Project may be obtained from the Town of Greenfield website at [www.Greenfield-ma.gov](http://www.Greenfield-ma.gov) under "Departments", "Purchasing", "Active Bids/RFP/RFQ" or electronically by contacting the Purchasing Department of the Town of Greenfield at [purchasing@greenfield-ma.gov](mailto:purchasing@greenfield-ma.gov) or by calling A. LaBonté at (413) 772-1560 x 6136 for additional information.

Contract/Proposal Awarding Owner: Town of Greenfield  
Greenfield, Massachusetts

Request for Services (RFS)  
Town of Greenfield

Owner's Project Manager  
Library Project

March 2015

The Town of Greenfield seeks services of a qualified "Owner's Project Manager" as defined in Massachusetts General Laws Chapter 149 Section 44A 1/2 and as further defined in the RFS to provide project management services for the pre-design study phase of the construction of a new public library. The Library Building Program, developed by the library staff and Trustees in dialog with the Greenfield community, will guide all aspects of this project.

The Town of Greenfield is located in Western Massachusetts just south of the Vermont border at the intersection of Rte. 2 and Interstate 91. Settled in 1686, it was incorporated in 1753 and serves as the county seat of Franklin County. It has a population of approximately 17,550 people according to the 2012 US Census. Greenfield is a growing city, having been chosen for tens of millions of dollars in new private and public investment. The Massachusetts Board of Library Commissioners awarded the Greenfield Public Library a Planning & Design Grant in June 2014. The 2-year grant project will include completion of the Library Building Program; assembly of the design team, including the Owner's Project Manager and Architect; site selection; complete architectural renderings; and preparation for an Massachusetts Board of Library Commissioners Public Library Construction Grant Application.

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# REQUEST FOR OWNER'S PROJECT MANAGEMENT SERVICES (RFS)

## 1. Introduction

The Town of Greenfield, Massachusetts, ("Owner"), acting through its Purchasing Department is seeking the services of a qualified "Owner's Project Manager" as defined in Massachusetts General Laws Chapter 149, Section 44A½ and as further defined by the provisions of this RFS, to provide Project Management Services for a library replacement project under the auspices of the Massachusetts Board of Library Commissioners.

Contrary to many municipalities in the Commonwealth, Greenfield is a growing city, having been chosen for tens of millions of dollars in new private and public investment. The Bank Row Urban Renewal Zone has turned historic downtown buildings into new storefronts and loft apartments. New infrastructure includes a regional transit center with Amtrak service along the Burlington-New York-Washington corridor and a new \$60M Franklin County Courthouse expected to be completed by 2017.

## 2. History, Profile, and Organizational Structure of the Town

The Town of Greenfield is located in Western Massachusetts just south of the Vermont border at the intersection of Rte. 2 and Interstate 91. Settled in 1686, it was incorporated in 1753 and serves as the county seat of Franklin County. It has a population of approximately 17,550 people according to the 2012 US Census.

The Town is governed under a home-rule charter, which vested executive Owner and responsibility in an elected Mayor, who serves a three-year term. Legislative Owner is vested in a 13-member Council of which nine members are elected from the Town's nine precincts and four are elected at large. Members of the Council are elected every three years. A seven member School Committee is elected every three years and appoints the Superintendent of Schools, who has responsibility for the daily administration of the Greenfield Public Schools (K-12). The Mayor is also a member of the School Committee.

The Town was the first of four municipalities in the state to be designated as a "Green Community" in recognition of reduced energy use, increased recycling, and environmental quality initiatives. The recent renovation of Greenfield Community College earned LEED gold certification and helped Massachusetts become a top state for energy efficient construction according to the U.S. Green Building Council. A *Comprehensive Sustainable Master Plan*, which demonstrates Greenfield's ongoing commitment to environmental and financial sustainability, was completed early in 2014.

In addition to its commitment to sustainability, Greenfield is also committed to providing play spaces, programs and special events for community residents. Recognizing that today's children spend less time playing outdoors than the children of any previous generation, the Greenfield Recreation Department pursues innovative and cost-effective strategies in an effort to combat the play deficit. In May 2014, in recognition of its efforts to

increase play opportunities for children, Greenfield was designated a Playful City for the third year in a row.

The town's positive characteristics, as well as low housing prices, are attracting young people and families to Greenfield. From 2000 to 2010, overall population remained generally static in Franklin County, and the town of Greenfield experienced a small decrease in its total residential population. Despite this fact, members of the millennial generation are choosing to relocate to Greenfield. People between the ages of 25-44 made up 25% of the population in 2010, and then 28% in 2012.

Greenfield has a larger low income population than much of the surrounding area. Median household income in Greenfield ranks below that of both the county and state medians with per capita income similarly tracking lower than the county and state values. There is an elevated poverty rate in Greenfield (16.3%) compared to the state average (11%). The poverty rate is particularly high among families, with 58% of students in the Greenfield schools receiving free or reduced-rate lunch. As a result, there is a greater need for social services in Greenfield as compared to surrounding communities.

### **3. The Current Library Building**

The Greenfield Public Library is located at the eastern end of town at 402 Main Street, on a 1.91 acre lot shared with the Greenfield Fire Department and a metered public parking lot. Also in the immediate vicinity are the US Post Office, the YMCA, and the Franklin County Courthouse.

The library resides in the historic Leavitt-Hovey House, a wooden structure built in 1797, with east and west wings added in 1817. The original building and the additions are the work of Asher Benjamin, a carpenter from the Greenfield area who became one of the best known architects of the early 19<sup>th</sup> century. In 1907, the town of Greenfield took the house and property by eminent domain to establish a public library. A 2,000-square-foot masonry addition designed to hold the adult book stacks was built to the north of the original building in 1908, and the Greenfield Public Library opened on January 11, 1909. In 1952, a bookmobile garage was added to the east wing. The building has been listed on the National Register of Historic Places since 1983. In 1998, the town of Greenfield entered into a Preservation Restriction Agreement for the Leavitt-Hovey House with the Massachusetts Historical Commission. The agreement limits exterior and interior renovation and states that the "preservation restrictions shall be for a period of perpetuity to the premises."

Over the years there have been ADA accessibility, HVAC, electrical, and plumbing upgrades as funding permitted. The building has also seen routine repairs but, with the exception of the bookmobile garage, there have been no significant additions or expansions to the 11,000 square foot structure since 1908.

## Previous Library Building Studies

A 1995 study by the Preservation Partnership of New Bedford, Massachusetts, recommended an expanded building on the current site and produced architectural drawings for that expansion. In 1996, Margo Jones Architects, of Greenfield, Massachusetts, also studied the feasibility of expanding the library at its current location and concluded that “another building, at a different location, would be more suitable for municipal use as a library.”

While the Preservation Partnership study and the Margo Jones Architects study differ on their recommendation, one thing is clear: Greenfield needs a “next generation” library.

## MBLC Planning & Design Grant

The Massachusetts Board of Library Commissioners awarded the Greenfield Public Library a Planning & Design Grant in June 2014. The 2-year grant project will include:

- Completion of the Library Building Program
- Assembly of the design team, including the Owner’s Project Manager and Architect
- Site Selection
- Complete architectural renderings
- Preparation for an MBLC Public Library Construction Grant Application

## 4. OPM Services

The OPM services will include all activities necessary or appropriate to efficiently manage the pre-design study phase of the construction of a new Greenfield Public Library, known herein as “the Project”. The person or firm engaged by the Owner pursuant to this RFS will be responsible to and will provide services to the Owner. As the Owner's OPM, the OPM will work with the Owner, and with the Owner representatives designated by the Owner, in performing services in connection with the pre-design study phase.

It is expected that the proposed services will be required through July of 2016. Any future design development, including preparation of construction documents, will be dependent upon Town approval, and the receipt of a Public Library Construction Grant from the Massachusetts Board of Library Commissioners. While it is anticipated that the same OPM individual or firm might oversee both the pre-design and construction phases of the project, the requested proposal here shall cover **only** the pre-design study phase.

Upon completion of the pre-design study phase the Owner reserves the right to move into the design and construction phase of the project with the same Project Management firm.

## **Scope of Services:**

The Owner's Project Manager will be responsible for providing the following services:

1. Assist in the preparation of the RFS for the selection of the architect/designer.
2. Assist the library in evaluating architect/designer proposals using designer selection procedures, determining interview techniques, and negotiating a contract with selected architect.
3. Oversee and review the architect's work as it relates to the Library Building Program, the quality and efficiency of design, and preparation of architect's schedules and cost estimates.
4. Define any conflicts in design with the Library Building Program and make recommendations to the architect and the Library Trustees and the Library Building Committee to resolve them.
5. Set a timeline and schedule for taking the project successfully through the Massachusetts Board of Library Commissioners Public Library Construction Grant Program.
6. Review architect's invoices for services rendered and make recommendations for payment.
7. Review cost estimates and consider, evaluate and recommend value engineering and resource prioritization.
8. Review the schematic plans, evaluations and specifications for cost effectiveness, constructability issues, review for consistency of documents between overlapping trades, coordination, and compliance with the vision of the Library Building Program and the requirements of M.G.L. Chapter 149, Section 44A-M and all other applicable laws, codes, and regulations.
9. Attend periodic meetings (times to be determined) with the Library Trustees and/or designated committees to present reports on status of project and progress in meeting the desired schedule which will be agreed upon with the successful applicant.
10. Provide information and documents as requested by the Greenfield Public Library and the Town of Greenfield in preparing a grant application for the Massachusetts Board of Library Commissioners' Public Library Construction Grant Program.

## 5. Significant Dates

RFS issued.....	Wednesday, March 25, 2015 at 10:00 a.m.
Last day to submit questions.....	Wednesday, April 8, 2015 at 5:00 p.m.
RFS due.....	Wednesday, April 22, 2015 at 2:00 p.m.
Interviews of candidates.....	Week of April 27-May 1, 2015
Candidate selected.....	Monday, May 4, 2015

## 6. Submission Deadline

As of Monday, March 25, 2015, at 10:00 am copies of this RFS for “Public Library Project Management Services” may be obtained from the Town of Greenfield website at [www.greenfield-ma.gov](http://www.greenfield-ma.gov) under “Departments”, “Purchasing”, “Active Bids/RFP/RFQ”, or electronically by contacting the Purchasing Department of the Town of Greenfield at [purchasing@greenfield-ma.gov](mailto:purchasing@greenfield-ma.gov), or by calling Audrey LaBonté at (413) 772-1560 x 6136 for additional information.

Sealed proposals addressed to the Purchasing Department, 14 Court Square, Greenfield, MA, 01301 and endorsed “Proposal for Contract –OPM Services- Greenfield Public Library Project” will be accepted by the Mayor’s Office in Town Hall on behalf of the Greenfield Public Library.

Proposals will be due Wednesday, April 22, 2015, at 2:00 pm, in the Office of the Mayor, 14 Court Square, Greenfield, MA, 10301. Any proposal which is not received by the Owner at that location, and by that date and time will be determined to be late and shall not be considered.

## 7. Minimum Qualifications

M.G.L. chapter 149, section 44A1/2 requires public awarding authorities to engage the services of an Owner’s Project Manager (OPM) on all building projects estimated to cost \$1.5 million or more.

Each applicant must possess the following minimum qualifications:

1. Massachusetts registered architect or professional engineer and have at least five (5) years of relevant experience in the construction and supervision of construction of buildings. In the event the applicant is not a registered architect or professional engineer s/he must have at least seven (7) years of relevant experience in the construction and supervision of construction of buildings.

2. A thorough knowledge of the Massachusetts State Building Code, the regulations of the Massachusetts Architectural Access Board, and the Americans with Disabilities Act.
3. A thorough knowledge of all public bid laws, including without limitation M.G.L. Chapter 149, Section 44A1/2.
4. Prior experience administering design and construction projects of similar size and scope.
5. Financial and operational ability to perform project management services on the project within all established budget limits and time schedules.
6. Familiarity and/or experience relating to “green” construction, energy efficiency and generation, the LEED certification process and grant sources for same.

## **8. Selection Criteria**

Each proposal will be reviewed by the Owner to determine if it is complete prior to actual evaluation. The Owner reserves the right, but shall have no obligation, to eliminate from further consideration any proposal deemed to be substantially or materially non-responsive to the RFS. The Owner will review all proposals and may select one or more responding firms for personal interviews.

The selection of finalists will be based on the following minimum and evaluative criteria which reflect the Owner’s objective to contract with a reliable and experienced OPM. An applicant will be deemed unacceptable if their proposal is deemed non-responsive or if the minimum evaluation criteria are not met.

## **9. Minimum Submission Requirements**

- Description of the firm's background
- Description of the firm's experience, with particular attention to identifying and describing projects in which similar services were provided
- A synopsis of the firm's approach to project management services, including how teams are organized to meet the needs of projects in general.
- Identification of the project management team: the team must include at least one member experienced with the construction of new libraries, sustainability and energy efficiency, and the use of the LEED rating system and other similar guidelines. The team description shall include the name of the Principal-In-Charge and the Project Manager who will have overall responsibility for the delivery of



services and completion of the Project, and the specific responsibilities of each member of the Project team. It shall also include a description of individual and Project team experience, including experience with similar projects.

- Three (3) references of persons who are familiar with the work of the responding firm. In addition, provide three (3) references of persons who are familiar with the work and professional skills of the proposed Principal-in-Charge and Project Manager. By submitting a proposal, a responding firm expressly authorizes the Owner and its representatives to contact all named references regarding the past performance of the firm and any of the proposed team members identified in the proposal.
- Proposed approach to this project will minimize project management costs while assuring high quality standards of performance in meeting the Town of Greenfield's goals and objectives for completion of a well constructed public library building within budget, on time and giving maximum value for money.
- Statement of any legal administrative proceedings, pending or concluded adversely, to the applicant within the past five (5) years which relate to the applicant's performance of this type of work.
- Appropriate certifications of insurance.
- Evidence of financial stability
- Executed copies of each of the following documents in the form attached as **Attachments A through C**: (a ) Certificate of Non-Collusion (**Attachment A**); (b) Certificate of State Tax Compliance (**Attachment B**); (c) Conflict of Interest Statement (**Attachment C**)

**Current firm brochures may be submitted with the proposals.**

## **10. Evaluative Criteria**

In addition to the minimum requirements set forth above, all Respondents must demonstrate that they have significant experience, knowledge and abilities with respect to public construction projects, particularly involving the construction and renovation of libraries in Massachusetts.

The following rating system will be used for those Respondents whose proposal meets the minimum submission criteria listed above. Those proposals that do not meet the minimum will be judged unacceptable and not reviewed any further. If any part of a proposal is determined to be unacceptable the proposal will not be reviewed further. The Town will evaluate proposal using the following rating system for the listed comparative criteria:

Highly advantageous	The proposal excels on the specific criterion
Advantageous	The proposal meets but does not exceed the evaluation standard for the criterion
Not Advantageous	The proposal does not fully meet the evaluation criterion or leaves a question or issue less than fully addressed
Does not meet	The proposal does not meet the criterion and will be eliminated from further consideration

**1) Past performance of the Respondent, if any, with regard to public, private, state funded and MBLC-funded library projects across the Commonwealth, as evidenced by :**

- a) Documented performance on previous projects including the number of projects managed, project dollar value, number and percentage completed on time, number and dollar value of change orders, average number of projects per project manager per year, number of accidents and safety violations, dollar value of any safety fines, and number and outcome of any legal actions;**
- b) Satisfactory working relationship with designers, contractors, Owner, the MBLC and local officials.**

Highly advantageous

The firm clearly articulates its experience working on more than ten (10) public building projects including at least five (5) library building projects like the Greenfield Public Library.

Advantageous

The firm demonstrates its experience working on more than five(5) but fewer than ten (10) public building projects including at least three (3) library building projects like the Greenfield Public Library.

Not Advantageous

The firm demonstrates its experience working on fewer than five (5) public building projects and no (0) library building projects like the Greenfield Public Library.

**2) Knowledge of Western Massachusetts and its Culture**

An understanding of Western Massachusetts and the character of the area and the citizens that make it distinct from the central and eastern parts of the Commonwealth is important to the stakeholders of the Greenfield Public Library.

Highly advantageous

The firm demonstrates clear knowledge of Western Massachusetts and the character of the area and the citizens through its experience with more than five (5) building projects including at least three (3) library projects in Western Massachusetts.

Advantageous

The firm demonstrates a fair knowledge of Western Massachusetts and the character of the area and the citizens through its experience with more than three (3) building projects including at least two (2) library projects in Western Massachusetts.

Not Advantageous

The firm has engaged in fewer than two (2) building projects and no library projects in western Massachusetts.

**3) Understanding of the development and importance of the “Library Building Program” in the project as presented in the proposal**

Highly advantageous

The firm clearly articulates who develops a Library Building Program, how it affects the project, and who it identifies as stakeholders.

Advantageous

The firm articulates basically what the Library Building Program is and how it affects the project.

Not Advantageous

The firm does not exhibit an understanding of relationship of the Library Building Program to the project.

**4) Thorough knowledge and demonstrated experience with life cycle cost analysis cost estimating and value engineering with actual examples of recommendations and associated benefits to Owners.**

Highly advantageous

The firm demonstrates in their proposal that they have a thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits.

Advantageous

The firm demonstrates in their proposal that they have some knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits.

### Not Advantageous

The firm demonstrates nothing in their proposal that indicates they have any knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering with actual examples of recommendations and associated benefits.

- 5) **Familiarity with the LEED green building certification program. Demonstrated experience working on high performance green buildings (if any), green building rating system used (e.g., LEED), life cycle cost analysis and recommendations to Owners about building materials, finishes etc., and ability to assist in grant applications for funding and track Owner documentation for LEED prerequisites.**

### Highly advantageous

The firm demonstrates in their proposal that they are thoroughly familiar with LEED Guidelines and have demonstrated experience working on high performance green buildings, green building rating system used (LEED), life cycle cost analysis and recommendations to Owners about building materials, finishes etc., ability to assist in grant applications for funding and track Owner documentation for LEED prerequisites or that a staff team or person is assigned to this task.

### Advantageous

The firm demonstrates in their proposal that they have some familiarity with LEED Guidelines and have demonstrated experience working on high performance green buildings, green building rating system used (LEED), life cycle cost analysis and recommendations to Owners about building materials, finishes etc., ability to assist in grant applications for funding and track Owner documentation for LEED prerequisites.

### Not Advantageous

The firm demonstrates in their proposal that they have little or no familiarity with LEED Guidelines and have very little experience working on high performance green buildings, green building rating system used (LEED), life cycle cost analysis and recommendations to Owners about building materials, finishes etc., or the ability to assist in grant applications for funding and track Owner documentation for LEED prerequisites

## **11. Additional Information**

Questions regarding the RFS must be submitted in writing. They may be sent electronically via e-mail and directed to Lane Kelly at [lanekel@greenfield-ma.gov](mailto:lanekel@greenfield-ma.gov). In the subject line of the e-mail put "Question- Library OPM". Alternatively, they may be faxed to 413-772-1519 Attn: L. Kelly. Failure to provide the correct information in the email will deem the question unanswerable, and it will not be considered as part of any addenda.

The deadline for receipt of written questions is **5:00 p.m. on Wednesday, April 15, 2015**. The Owner will respond to all written questions which in the Owner's sole judgment may have a material effect on the RFP by posting written responses on its website, [www.greenfield-ma.gov](http://www.greenfield-ma.gov), not later than **5:00pm on Friday, April 17, 2015**.

## **12. Insurance and Indemnification**

### **Insurance**

As a condition of application, each applicant agrees to carry, if selected for this project, professional malpractice or an errors and omissions insurance policy with limits of at least \$1,000,000 per claim and \$3,000,000 aggregate, with a deductible of no more than \$25,000 per claim. Additionally, the selected OPM shall obtain and maintain at its own expense, general liability and motor vehicle liability insurance policies protecting the Town of Greenfield, its officers, employees, boards, commissions, agents and representatives. General coverage shall be in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate for bodily injury and property damage liability.

### **Indemnification**

The successful applicant shall agree to indemnify and hold harmless the Town of Greenfield and its officers, employees, boards, commissions, agents and representatives, the Greenfield Public Library, The Trustees of the Greenfield Public Library, the Town-chartered Planning and Construction Committee from and against all claims, courses of action, suits, damages and liability of any kind which arise out of the negligence or willful misconduct of the successful applicant or its officers, employees, agents and representatives regarding the project management services to be performed by the successful applicant regarding the pre-design phase of the Greenfield Public Library construction project.

## **13. Other Provisions**

The Owner reserves the right to modify this RFS, in whole or in part, prior to the date fixed for submission of the proposals, by issuance of an addendum or addenda, which shall be posted on the Owner's website. The Owner may extend the deadline for submission of proposals if, in the Owner's judgment, such extension is necessary for any reason. It is the responsibility of each respondent desiring to submit a proposal to obtain any and all addenda that may be issued in connection with this RFS.

The Owner may cancel or modify this RFS, in whole or in part, or reject all proposals submitted in response to this RFS if such action is determined to be in the best interest of the Owner. The Owner reserves the right to waive any irregularities or requirements, and to negotiate with all respondents, in any manner necessary, in its sole judgment and discretion, to serve the best interest of the Owner. Proposals that are incomplete, conditioned, or are otherwise not in conformance with this RFS may be rejected at the sole discretion of the Owner.

A proposal may be considered non-responsive if it includes extraneous information not specifically requested in this RFS. Clarity and conciseness of proposal will be valued over sheer volume. The Owner reserves the right to request clarification of any aspect of any submitted proposal or to request additional information that might be required to evaluate a proposal.

By submission of a proposal each respondent acknowledges and agrees that all documentation and or materials submitted shall become and remain the property of the Owner. The Owner shall have the right to use any or all portions of any proposal, as it considers necessary or desirable in connection with the project. By submission of a proposal, the respondent thereby grants to the Owner an unrestricted royalty-free license to use the proposal and all materials submitted therein in connection with the project.

Respondents are advised that, once an award has been made, proposals submitted to the Owner in response to this RFS are considered public records as defined by Massachusetts General Laws, Chapter 4, §7, clause 26.

All expenses and costs, including but not limited to legal costs, associated with developing or submitting a proposal in response to this RFS, or associated with oral or written clarification thereof, including all presentation materials and related costs and travel expenses, shall be born solely by the responding firm, and under no circumstances shall the Owner be responsible for any such cost or expense incurred by any responding firm.

#### **14. OPM Fee**

The fee for this project is to be negotiated upon selection. Price or the fee is not a consideration under this proposal. The fee however will include all expenses, direct and indirect, for this project. OPM services resulting from this RFS are subject to available funds. All proposals shall belong to the Town of Greenfield. The OPM agrees to comply with all the federal, state and local laws in its performance of its contract with the Town of Greenfield. The Town's Chief Procurement Officer, in consultation with the Library Board of Trustees, reserves the right to negotiate mutually acceptable amendments to the contract arising from the RFS and in particular with respect to additional services.

#### **15. Form of Contract**

The selected project manager shall execute a contract with the Owner, which shall be in the form of an Agreement for Professional Services between Owner and Owner's Project Manager (the "Agreement"). At the Owner's sole discretion, the Owner may make minor non-material changes to the form of the Agreement.

Please note that the submission of a proposal in response to this RFP shall be deemed an acceptance of all terms and conditions of the Agreement and an agreement to execute same without revision or modification.

**ATTACHMENT A**

**CERTIFICATE 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.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Printed or typed name of person signing

\_\_\_\_\_  
Company or Corporation Name

**ATTACHMENT B**

**TOWN OF GREENFIELD, MASSACHUSETTS**

**TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, am in compliance with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Printed or typed name of person signing

\_\_\_\_\_  
Company or Corporation Name



**ATTACHMENT C**

**TOWN OF GREENFIELD, MASSACHUSETTS**

**CONFLICT OF INTEREST STATEMENT**

Any contractor doing business with the Town of Greenfield must stipulate as to the applicability of the Massachusetts Conflict of Interest Law (MGL Ch. 268A). The Contractor acknowledges that he has investigated the law's applicability to the performance of the contract; and by signing below the Contractor certifies to the Town that neither it nor its agents, employees, or subcontractors are in violation of MGL. Ch. 268A.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Printed or typed name of person signing

\_\_\_\_\_  
Company or Corporation Name

LIBRARY BUILDING PROGRAM  
TO BE ATTACHED