

TOWN OF DEERFIELD
REQUEST FOR PROPOSALS
FOR BUILDING SPACE FOR
AMBULANCE SERVICE HOUSING

TOWN OF DEERFIELD, MASSACHUSETTS

SEALED PROPOSALS WILL BE ACCEPTED AS FOLLOWS:

DATE: JUNE 3, 2016

TIME: 2:00 PM

**PLACE: OFFICE OF THE TOWN ADMINISTRATOR
DEERFIELD TOWN OFFICES
8 CONWAY STREET
DEERFIELD, MA**

**TOWN OF DEERFIELD
REQUEST FOR PROPOSALS
FOR LEASE OF BUILDING SPACE FOR
AMBULANCE SERVICE HOUSING**

I. INTRODUCTION

In accordance with G.L. c.30B, the requirements of which are incorporated herein, the Town of Deerfield seeks written proposals for at least 3,000 square feet of building space in the Town and land appurtenant thereto for municipal use as housing for the South County Emergency Medical Service (“SCEMS”). Proposals may take the form of a proposal to lease or proposal to sell.

The purpose of this RFP is to facilitate the selection of a proposer who best meets the Evaluation Criteria described in Section VI. **The Awarding Authority is the Deerfield Board of Selectmen.**

The Town reserves the right to reject any and all proposals, to negotiate any and all terms with the successful proposer, or to cancel this procurement at any time if it is in the Town’s best interest to do so.

There is no current authorization or appropriation from the Deerfield Town Meeting for the lease or purchase of property at this time. Entering into a lease or purchase agreement with a successful proposer will be subject to receiving authorization and an adequate appropriation therefore from Deerfield Town Meeting.

II. SPECIFICATIONS

The Town of Deerfield is seeking proposals for at least 3,000 square feet of building space and land appurtenant thereto, meeting the following criteria.

1. **Building Space.** The property must be in, or must be placed in by the owner at owner’s expense prior to commencement of the lease or purchase, commercially acceptable, move-in condition. All structural elements of the building(s) in which it is located, including the roof, exterior walls, doorways and windows, must be in good condition without the foreseeable need for repair or replacement. The property should be suitable for the EMS department. If proposal is for a lease, the lease shall allow the Town to alter the leased premises as is reasonably necessary for its use. The property must include at least three, temperature-controlled garage bays. Each bay must be suitable for parking a Type I ambulance. Each bay should be at least 10’x24’ (ten feet by twenty-four feet) parking space, with at least three feet of additional space on each side). Each bay must be directly accessible to the outside through a 10’ (ten foot) wide garage door, at least twelve feet in height. The property must include additional space, physically separated from the garage bays, suitable for offices, staff accommodations, rest-rooms, etc. The property may have such office space already developed, or may be suitable for build-out to provide such accommodations. The property must be fully handicapped accessible, or able to be altered to provide for such accessibility. The building(s) must be located on property

- directly abutting and accessible from a public way, preferably a major state road. The property must be convenient for public access to municipal services. The property must provide for a minimum response time to the response area (the towns of Whately, Sunderland and Deerfield). The lessor must be the owner of the property.
2. Term/Availability. A proposal for a lease must offer the Town the option to lease the property for no less than three (3) years, and should provide for lease extensions at the tenant's option. The Town is seeking to occupy the property as soon as possible.
 3. Parking. The proposal should include sufficient on-site, zoning-compliant parking to allow for use of the space by Town officials and the public, and if possible should include one or more internal garages or space available for indoor parking.
 4. Utilities. The property must have legally compliant and adequate water and sewage disposal. The property should be serviced by electrical and communications facilities of commercial grade, or the proposal must demonstrate how bringing electrical and/or communications facilities of commercial grade to the property will be accomplished.
 5. Legal Compliance. The property must comply with all Town of Deerfield regulations and by-laws. In addition, the proposer must be able to demonstrate that the use and fit-up of the space for EMS and municipal office space purposes, including the parking associated therewith, must be allowed as a matter of right under the Town's zoning bylaws, and that the Town's anticipated use of the property is consistent with all other applicable federal, state and local law or regulation, including wetlands regulation.
 6. Encumbrances. There must be no encumbrances on the property that will interfere with the Town's intended use. If there are any electrical, right-of-way privileges or other easements granted over or under the property they must be clearly stated on the Information Form or an attachment thereto. Such easements or right-of-way privileges cannot interfere with access to or use of the property for the Town's intended purpose.

III. PRICE

This Request for Proposals is issued pursuant to G.L. c. 30B, § 16. The Town is interested in securing the premises at the lowest responsible price. **However, the Town reserves the right to enter into an agreement with the proposer offering the most advantageous combination of property characteristics and price, and shall not be required to accept the proposal offering the lowest price.** The Town reserves the right to negotiate all terms of any agreement with the selected proposer.

IV. TERMS AND CONDITIONS

The following terms and conditions shall apply:

1. The successful proposer shall comply with all applicable federal, state, and local laws and regulations related to real estate transactions.
2. The Town does not have a real estate broker representing it, and the proposer must agree to defend, indemnify the Town against and hold the Town harmless, from any claim, loss, damage, costs or liabilities for any brokerage commission or fee which

- may be asserted against the Town by any broker in connection with this transaction.
3. All Proposals submitted to the Town must include all forms included within the contents of the RFP, filled out and properly executed. Failure to submit all forms properly filled out and executed will be grounds for rejection of the Proposal.
 4. If any changes are made to this RFP, an addendum will be issued. Addenda will be mailed to all proposers on record as having picked up the Request for Proposals.
 5. The Town intends to adhere to the schedule and dates specified in this RFP. If revisions made to this RFP make it necessary, the proposal due date and all subsequent dates may be extended with written notice of such changes sent to all proposers who have requested a copy of this RFP.
 6. The Town reserves the right to request additional information from any and all proposers if it is deemed necessary in order to identify the most advantageous proposal, and may request proposers to appear before the Awarding Authority at a public meeting to make presentations or answer questions concerning their proposals.
 7. The Town reserves the right to conduct site visits to verify the information provided in the proposals and to perform detailed evaluations of the proposed premises prior to award. The proposer's failure to cooperate with the Town in this regard may result in rejection of the proposal.
 8. The Town shall select the proposal and negotiate terms, if at all, with the responsive and responsible proposer(s) whose proposal is deemed by the Town to be the most advantageous, taking into consideration the evaluation criteria stated in this RFP. Selection of a preferred offer will be contingent upon Town Meeting authorization and appropriation.
 9. The Town reserves the right to reject any and all proposals if such rejection is deemed to be in the best interest of the Town. The Town also reserves the right to waive any informalities in the proposal process and all non-material terms set forth herein if it be in the public interest to do so, and to accept the proposal deemed to be in the best interest of the Town. The Town reserves the right to make an award on a basis other than the lowest price.
 10. All proposals submitted in response to this RFP, plus any other related materials submitted by proposers, will become the property of the Town of Deerfield and will not be returned to proposers. The Town reserves the right to use any or all ideas, concepts, or configurations presented in a proposer's proposal whether or not the proposal is selected.
 11. The Town anticipates notifying successful proposers by telephone and postal mail.
 12. A proposer agrees, if its proposal is accepted, to enter into an agreement with the Town of Deerfield that incorporates all of the requirements of this RFP. The

proposer further accepts all of the terms and conditions of this RFP.

13. A proposal must be signed as follows: 1) if the proposer is an individual, by her/him personally; 2) if the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; or 3) if the proposer is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.
14. All signatures must be handwritten and in ink by person(s) duly authorized. All other words and figures submitted on the proposal shall be neatly written in ink or typed. Proposals that are conditional or obscure, or which contain additions not called for in the specifications, erasures, alteration, or irregularities may be rejected.
15. Price proposals must be on the enclosed form and submitted as part of the proposal package. Price proposals must be signed by an authorized official of the proposer.
16. A proposer may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set for the bid opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. ___." Each modification must be numbered in sequence, and must reference the original Request for Proposals.
17. The Town may cancel this Request for Proposals, or reject, in whole or in part, any and all proposals, if the Town determines that such action serves the best interests of the Town.
18. All proposals, including the price stated therein, submitted in response to this Request for Proposals must remain firm for **one hundred and twenty (120) days** following the bid opening.
19. Proposers may submit requests for clarification and any questions about information contained in this RFP in writing and addressed to: ***Douglas Finn, Office of Town Administrator, Deerfield Town Offices, 8 Conway Street, South Deerfield, MA 01373.*** Proposers are requested to forward questions early in the procurement process and no later than 10 calendar days before receipt of proposals. The name, address, telephone number and fax number of the person requesting the information must be provided by the proposer. Inquiries **will not** be answered directly. Answers to questions shall be provided in writing to all proposers. The Awarding Authority will issue an addendum to address the written questions submitted by the aforementioned deadline. Only answers provided by the Town in writing may be relied upon by the proposers.
20. The Awarding Authority reserves the right to amend this RFP based on questions and issues raised by proposers. It is the responsibility of the Proposer to contact the Office of the Town Administrator prior to the submittal deadline to ensure that the Proposer has received all addenda issued by the Awarding Authority.
21. Proposers must bear all costs associated with their proposals including preparation,

copying, postage, and delivery costs. The Town will not be responsible for any costs or expenses incurred by proposers responding to this RFP.

22. All proposals and related documents submitted in response to this RFP are subject to the Massachusetts Freedom of Information Law, G.L. Chapter 66, Section 10 and to Chapter 4, Section 7, subsection 26, regarding public access to such documents. Statements or endorsements made by a proposer that are inconsistent with those statutes will be disregarded.
23. The selection of the proposer shall be made without regard to race, color, sex, age, religion, political affiliation, or national origin.

V. PROPOSAL SUBMISSION REQUIREMENTS

Six (6) copies of each proposal must be submitted in a sealed envelope clearly marked “Request for Proposals – SCEMS” to the offices of the Board of Selectmen, Deerfield Municipal Office Building, 8 Conway Street, MA 01373 on or before 2:00 P.M. on Friday, June 3, 2016.

All proposals will be opened at that time and place. Proposals received after that time shall be deemed non-responsive, refused, and returned to the respective proposers.

The following information must be included in the proposal:

1. Cover letter. This letter shall provide a statement of intention to lease or sell the proposed premises to the Town, identify the proposer by name, address and telephone number, and list all principals, partners or co-venturers participating in or associated with the proposal and/or use of the property and the direct or indirect interest of each participant’s share in any lease or purchase, and/or use.
2. Description of the Premises.
 - i. Location of the building(s), description of the age and nature of construction and current condition, square footage being offered and whether it is on one level or multiple levels, and evidence of the proposer’s legal title thereto.
 - ii. Description of the current configuration of the space.
 - iii. Other current tenants in the building, if any.
 - iv. A floor plan of the building(s) and the proposed premises, including office dimensions.
 - v. A site plan or survey of the property.
 - vi. All handicap accessible areas, and a description in full of any of the offered space that is not handicap accessible.
 - vii. The available parking, including the number of spaces and whether the area will be exclusive for Town use or shared with other tenants.
 - viii. The capacity and nature of the existing water supply system, sewage disposal facilities, electrical system, wiring/cabling to accommodate a computer network, cable internet access, the HVAC system, the fire alarm/sprinkler system and security system.

- ix. The earliest date on which the building will be available for occupancy.
3. Proposer Information: Proposers must include a list of commercial buildings it owns or manages, including a list of current and former tenants over the past five (5) years. The Town reserves the right to check references and to contact current or former tenants for references as to the proposer's performance as a landlord. When the proposed lessor is other than an individual, as set forth in the Certificate of Authority to be filed herewith, evidence of the lessor's authority to sell or lease the property according to the terms of this RFP, which may be a Certificate of Corporate Vote, trustee certificate, or otherwise, must be provided.
4. Price Proposal. Using the Price Proposal Form provided, the proposer shall indicate the price proposal for the Town's purchase of the premises, or the rent to be required by the Proposer for the Town's lease of the premises, and an itemization of all other charges for the use of the premises the Town will be responsible for under any agreement, including the cost of utilities, maintenance charges, real estate taxes, property management fees and insurance. An explanation of each charge should be provided sufficient to allow the Town to estimate the amount of such charge as applied to its proposed use.
5. Form of Lease. The Proposer must include a draft contract for lease or purchase in the form expected to be negotiated with the Town.
6. Forms and Certifications. The Proposer is required to complete and submit as part of its proposal the following forms and certifications included in the RFP:
 - a. A Certificate of Non-Collusion (Form A);
 - b. A Tax Compliance Certificate (Form B);
 - c. Certificate of Authority (Form C);
 - d. Disclosure of Beneficial Interests as required by G.L. c.7C, §38 (Form D);
7. Any other information or unique features which the proposer believes the Town should know in order to fully evaluate the proposal.

The Town reserves the right to request additional information from any and all respondents if it is deemed necessary in order to identify the most advantageous proposal.

VI. EVALUATION CRITERIA

The Town intends to select a proposal and negotiate terms with the proposer submitting the **most advantageous** responsive and responsible proposal, as determined by the Town, based on an evaluation using the criteria listed in this RFP. The Awarding Authority will evaluate proposals and determine the proposal to be accepted, if any. The Awarding Authority will evaluate each proposal as follows:

- Proposals must meet all submission requirements listed in this RFP.

- Proposals will be evaluated to determine if all the Minimum Criteria listed in this RFP are satisfied.
- The proposals will be ranked based on the Comparative Criteria listed in this RFP.

The proposer with the most advantageous proposal, as determined by the Awarding Authority, will receive the highest ranking. Only responsive proposals, that is, those meeting all Minimum Requirements, will be ranked by the Awarding Authority.

A. Minimum Requirements

The Town will conduct a preliminary review of each proposal to determine whether it meets the minimum requirements listed below. Proposals that do not meet these minimum requirements will be disqualified from further consideration.

- 1) The proposal includes all information specified in the section entitled “Proposal Submission Requirements” properly filled out and executed.
- 2) The proposal shall demonstrate compliance with those requirements set forth herein as “Terms and Conditions.”
- 3) The proposer must have good clear record and marketable title to the proposed space sufficient to sell or lease that space to the Town.
- 4) The proposer must submit all further explanations and documentation requested by the Town.

B. Comparative Criteria

For each proposal that meets the Minimum Requirements listed above, the Town will evaluate that proposal based on the following Comparative Criteria:

1. Location of Property and Access

Highly Advantageous: The premises are located in or near the South Deerfield Village Center **and** provide existing, convenient access to primary roads, and will, in the opinion of the town, facilitate an acceptable travel time to 85% of response areas.

Advantageous: The premises are not located in or near the South Deerfield Village Center **or** provide existing, convenient access to primary roads, and may, in the opinion of the town, facilitate an acceptable travel time to 85% of response areas.

Non Advantageous: The premises are not located in or near the South Deerfield Village Center, or provide existing, convenient access to primary roads, and/or will not, in the opinion of the town, facilitate an acceptable travel time to 85% of response areas.

2. Condition of the Premises

Highly Advantageous: The premises and all the structural elements of the building(s)

are currently in commercially acceptable, move-in condition, suitable for Town use, and the proposed premises are newly constructed or recently renovated.

Advantageous: The premises and all the structural elements of the building(s) are currently in commercially acceptable, move-in condition, suitable for Town use.

Non-Advantageous: The premises, and/or the structural elements of the building(s), must be improved by the owner to place them in commercially acceptable, move-in condition, suitable for Town use.

3. Capacity of the Premises

Highly Advantageous: The premises provide suitable and appropriate space for garaging of three Type I ambulances, plus office and staff space, in compliance with the specifications provided in this RFP, and otherwise appropriate for a 24/7/365 emergency response service, ready for immediate occupancy.

Advantageous: The premises provide suitable and appropriate space for garaging of three Type I ambulances, plus available space for build-out of office and staff space, in compliance with the specifications provided in this RFP, and otherwise appropriate for a 24/7/365 emergency response service.

Non-Advantageous: The premises does not provide suitable and appropriate space for garaging of three Type I ambulances, or office and staff space, in compliance with the specifications provided in this RFP, and otherwise appropriate for a 24/7/365 emergency response service.

4. Parking & Garage Use

Highly Advantageous: The premises include ample on-site, zoning compliant parking to allow for use of the space by Town officials and the public.

Advantageous: The premises include sufficient on-site, zoning compliant parking to allow for use of the space by Town officials and the public.

Non-Advantageous: The premises do not include sufficient on-site, zoning compliant parking to allow for use of the space by Town officials and the public.

5. Utilities

Advantageous: The premises are serviced by electrical and communications

facilities of commercial grade.

Non-Advantageous: The premises is not presently serviced by electrical and communications facilities of commercial grade.

6. Handicapped Access

Advantageous: The premises are fully handicapped accessible under Federal and State law.

Non-Advantageous: The premises are not handicapped accessible.

7. Availability

Advantageous: The premises are immediately available for occupancy.

Non-Advantageous: The premises are not immediately available for occupancy.

The Town may, at its discretion, schedule interviews with any of all of the proposers for further evaluation of the proposer's qualifications and ability to implement the proposal.

VII. AWARD

The Town of Deerfield reserves the right to select the proposal and enter into a contract with the proposer whose proposal is determined by the Town, based upon the criteria in this RFP, to be the most advantageous proposal. Should the selected finalist fail to enter into a contract with the Town **within thirty (30) days after notification of its selection**, the Town reserves the right to select the next most advantageous proposal. Alternatively, the Town may choose to reject all proposals and/or to reissue the RFP if the same is in the best interest of the Town of Deerfield.

VIII. REJECTION OF PROPOSALS

The Town reserves the right to disqualify at any time any proposals it determines to be unresponsive, including but not limited to:

- Proposals that are non-responsive to any requirement of this RFP;
- Proposals that fail to meet the Minimum Requirements listed in this RFP;
- Proposals that are received after the submission deadline.

Further, the Town will disqualify any Proposal in which the proposer misrepresents or provides demonstrably false information.

**TOWN OF DEERFIELD
REQUEST FOR PROPOSALS
TO LEASE BUILDING SPACE TO THE TOWN**

PRICE PROPOSAL (page 2 of 2)

Authorized Official's Signature

Title of Person Signing

Typed or Printed Name of Person Signing

Company Name

Telephone Number

Address

Fax Number

Address

Date: _____

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

**TOWN OF DEERFIELD
REQUEST FOR PROPOSALS
TO SELL LAND AND BUILDING TO THE TOWN**

PURCHASE PRICE PROPOSAL (Page 1 of 2)

Please write your bid offer on the spaces provided below:

Purchase Proposal: \$ _____ (Land)
 \$ _____ (Building)
 \$ _____ (Total)

Details of Purchase: (attach separate sheets if necessary)

If a new build, estimated build time / time to occupation after execution of purchase agreement:

Any other information: (attach separate sheets if necessary)

**TOWN OF DEERFIELD
REQUEST FOR PROPOSALS
TO SELL LAND AND BUILDING TO THE TOWN**

PRICE PROPOSAL (page 2 of 2)

Authorized Official's Signature

Title of Person Signing

Typed or Printed Name of Person Signing

Company Name

Telephone Number

Address

Fax Number

Address

Date: _____

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

**TOWN OF DEERFIELD
REQUEST FOR PROPOSALS
TO LEASE BUILDING SPACE TO THE TOWN**

FORM A

Certificate of Non-Collusion

Under Massachusetts General Laws Chapter 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)

Authorized Official’s Signature

Title of Person Signing

Typed or Printed Name of Person Signing

Company Name

Telephone Number

Address

Fax Number

Address

Date: _____

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

**TOWN OF DEERFIELD
REQUEST FOR PROPOSALS
TO LEASE BUILDING SPACE TO THE TOWN**

FORM B

Certificate of Tax Compliance

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I, the undersigned, authorized signatory for the below named proposer, do hereby certify under the pains and penalties of perjury that said proposer has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Authorized Official's Signature

Title of Person Signing

Typed or Printed Name of Person Signing

Company Name

Telephone Number

Address

Fax Number

Address

Date: _____

Tax ID. Number: _____

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

**TOWN OF DEERFIELD
REQUEST FOR PROPOSALS
TO LEASE BUILDING SPACE TO THE TOWN**

FORM C

Certificate of Authority

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 Corporation give names of President, Treasurer and Manager; and in case of Firms give names of the individual members.)

NAMES	ADDRESSES	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Kindly furnish the following information regarding the Proposer:

(1) If a Proprietorship

Name of Owner: _____

ADDRESS ZIP CODE TEL. # _____

Business: _____

Home: _____

(2) If a Partnership

Full names and address of all partners:

NAMES	ADDRESSES	ZIP CODE
_____	_____	_____
_____	_____	_____
_____	_____	_____

BUSINESS ADDRESS ZIP CODE TEL. #

(3) If a Corporation, Limited Liability Company, or other entity

Full Legal Name:

State of Incorporation:

Principal Place of Business:

ZIP _____

Qualified in Massachusetts:

Yes _____ No _____

Place of Business in Massachusetts:

ZIP CODE _____ TEL. # _____

(4) If a trust

Full Legal Name of Trust:

Date of Declaration of Trust and Recording Information:

Name of all Trustees:

NAMES

ADDRESSES

ZIP CODE

Authorized Signature of Proponent:

Title:

Date:

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

**TOWN OF DEERFIELD
REQUEST FOR PROPOSALS
TO LEASE BUILDING SPACE TO THE TOWN**

FORM D

**DISCLOSURE STATEMENT FOR
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY
M.G.L. c.7C, §38 (formerly M.G.L. c.7, §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) Description of Real Property

(2) Type of Transaction, Agreement, or Document: Lease of property to the Town of Deerfield.

(3) Public Agency Participating in Transaction: Town of Deerfield.

(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, §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):

(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