



City of Cambridge

PURCHASING DEPARTMENT

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TO: All Bidders

FROM: City of Cambridge

DATE: September 4, 2019

RE: File No. 8774- Request for Proposals for Lease of Office Space for the Department of Public Works-Addendum No.2

This addendum is comprised of:

1. Questions and Answers

The following questions were asked and answered:

1. Question: Are "square feet" rentable square feet (RSF) which is what most landlords and listing brokers use?
Answer: Yes
2. Question: Addendum 1 reads: "5. Rates for each year must remain firm or be reduced throughout the life of the lease"
In the current real estate market, rates typically go up by at least 2% a year. Are you saying that the rate (in \$/RSF/Year) for year 2 and beyond has to remain same or decrease?
Answer: No. May submit a new price for each year, but that price must remain firm for that entire year of the lease.
3. Question: I registered in the Registry of Vendors. Does it mean that I will be alerted automatically by email when the City of Cambridge issues a new RFP?
Answer: No. Registering means the City will notify you when an RFP in the category of leased space is available. New Invitation for Bids and RFP's are available every Thursday. It is the responsibility of the bidder to check for Addendums.
4. Question: Is there a document that I can receive where I can type my responses. It appears that I will need to print out the bid document and handwrite responses.
Answer: No.
5. Question: Does the Disclosure Statement need to be delivered to DCAM or to the Purchasing Agent or both? See bottom of DCAM instruction sheet.



Answer: Disclosure Statement must be included with your bid. Form does not need to be submitted to DCAM.

6. Question: I am the landlord of a building looking to lease to DPW. On the Wage Theft Prevention Certification form, it says, 'Neither this firm nor any prospective subcontractor...' and 'This firm, or a prospective subcontractor...', etc. Is the City requesting that I contact all of my vendors, such as property manager, electrician, cleaning company, etc. and determine whether any of our company's vendors have any of these three issues?

Answer: No

7. Question: On the Wage Theft Prevention Certification form, #5 states that a form needs to be placed in a conspicuous location. If the LLC owning the premises has no employees, does the notice need to be posted

Answer: No

8. Question: I am the Manager of the LLC which the landlord of a building is looking to lease to DPW. What 'proof of authority to enter into an agreement with the City of Cambridge' do you require for the Manager of an LLC? Will a Certificate of Organization from the Secretary of the Commonwealth be sufficient?

Answer: The City requires documentation showing that whoever is signing the contract with the City on behalf of the LLC has been given the legal authority to do so. The City has a certificate of corporate authority form that may be used for this purpose.


9. Question: The premises being proposed is located in an office condominium building of which 57% of the interests are owned by the Bidder. Is there any information required from the condominium trust for this bid?

Answer: The bidder should provide the condominium by-laws and any other documents needed to show that the proposed lease to the City for the purposes stated in the bid are permitted on the bidder's property.

10. Question: Addendum No. 1 of File No. 8774 dated August 23, 2019 states that the lease provided in the bid is a sample lease and that terms may be negotiated. Do the terms which may be negotiated include the following: the length of the extension option and the notice period required for exercising the option?

Answer: All terms.

All other items remain the same.


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