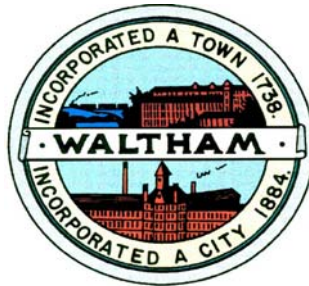


# City of Waltham



## Request for Information (RFI) for the Disposition of the Former Fitch School

### Waltham City Council Ad Hoc Committee

***Councillor Stephen F. Rourke, Committee Chairman***

***Councillor Thomas J. Curtin***

***Councillor Diane P. LeBlanc***

***Councillor Robert G. Logan***

***Councillor Kathleen McMenimen***

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## **1 EXECUTIVE SUMMARY**

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The City of Waltham is in the process of exploring possible adaptive re-use of the former Fitch School. Therefore the city is looking to obtain “plan of use” responses indicating how the facility would be used by prospective applicants.

The City may act to dispose of the property by sale or lease, through a formal public offer, to a vendor with the best plan, as determined by the City of Waltham.

The intent of this RFI is to solicit responses from parties who are interested in leasing either all or a portion of the property, and from parties who are interested in purchasing the entire property

This RFI is issued as a means of technical discovery and information gathering. This RFI is for planning purposes only and should not be construed as a solicitation nor should it be construed as an obligation on the part of the City to make any purchases or leases. RFI is to determine what interest there may be in the property for any uses either allowed under current zoning both by right and by special permit, or allowed by variance or amendment to the zoning ordinance, however there is no guarantee that such variance or amendment would be granted. This RFI should not be construed as a means to pre-qualify vendors. The City of Waltham may utilize the results of this RFI in drafting a competitive solicitation (RFP) for the disposition of the asset.

Based on the information provided by the respondents to this RFI, a determination will be made regarding any actual contracting through a competitive and public procurement process

Participation in this RFI is voluntary and the City will not pay for the preparation of any information submitted by a respondent or for the City’s use of that information.

While it is highly recommended that all eligible entities respond to this RFI if they wish to be considered for the partial or whole acquisition/lease of the Fitch School, responses to this RFI are considered non-binding proposals and are only used to assist the City of Waltham to perform its due diligence and gather information for the preparation of the final specification for disposition.

---

## 2 FACILITY OVERVIEW

---

The Fitch School is probably the most rewarding Architectural building in the City inventory. The rich Art Deco character makes this building one deserving of continued use and restoration. Built originally in 1931 and then added to in 1977, the building is fairly well preserved. If the building were to be offered for sale as part of a future bid, the City may require, by deed restriction, that the future owner(s) preserve and/or restore certain historic aspects of the building, most notably the art deco facade and ornamentations of the original building.

The integrity of the Art Deco ornamentation has been preserved well and will continue to be admired for years to come.

The most significant item of concern is the vast amount of moisture damage encountered virtually throughout the original building's interior. This is due, perhaps, to the lack of apparent drainage in the masonry facade and is certainly an area that needs to be studied on a much greater level to assign value engineering to the use of the building. This is a viable potential cause due to the fact the added 1977 portion, which has drainage within the masonry, does not appear to suffer the same problem.

Restoration is required along the exterior walls due to the moisture infiltration. It is unclear whether the infiltration emanates from the roof, exterior facade or the windows that were replaced. Further studies are necessary to target and address the cause. The Building has a dual heating system powered by the same boiler. The Original building was heated with steam while the newer part of the building was heated by forced hot water. Presently the heating system is not functional and will require a complete evaluation on the part of the occupying party. A complete evaluation is also recommended for the electrical, water, alarm and sprinkler systems.

The Fitch School is within walking distance from public transportation. Nestled well within the downtown sector and on a direct public transportation route is what makes this building particularly accessible. With exception to the moisture issues, this facility does not appear to have any structural flaws and is in apparent good condition. The use of more resilient materials in the construction has served this building well and it shows very little exterior wear for a building of this age. The glazed tile speaks not only to the Architectural character of the building but also to the quality of the workmanship. Respondents are informed that the City recently invested a significant amount to construct a recreational aquatic facility for use on the adjacent property, and any use proposed for the Fitch site should not interfere with that ongoing use. This facility, also known as the Fitch Spray Park, could be a significant asset to the owner if families and children are part of the proposed use.

On the site, adjacent to the spray park, there is a play area that includes a child play structure, and a half basketball court. The city is interested in preserving these public recreational uses, and some public parking to serve the onsite and adjacent recreational uses.

See Appendix A and B

The property is located with the zoning area "RB" (see Appendix D)

### **3 PROJECT OVERVIEW/STATEMENT OF NEED**

---

#### **Objectives**

1. To dispose of the building by public sale or lease , in whole or in part,
2. Sell/lease, in whole or in part, to the party offering the best value
3. Sell/Lease, in whole or in part, to the party with the best plan of use complementing the neighborhood.
4. Sell/lease, in whole or in part, to the party offering the renovation plan that maintains and enhances the current historic structure.
5. Implement a business plan that offers a sustainable economic benefit to the community

## 4 RFI REQUIREMENTS PROCESS

---

### 4.1 PARTICIPATION TO RFI

---

All vendors interested in this RFI should prepare their response by answering the questions in Section 5 and by completing and returning the documents in Appendix D. send your response to:

**Joseph Pedulla, MCPPO**  
**Purchasing Agent**  
**City of Waltham**  
**610 Main Street**  
**Waltham, MA 02452**

### 4.2 RFI SCHEDULE

---

RFI key dates are the following:

May 30, 2012	RFI made available to the public
June 8, 2012, 10 am	Site Inspection and Walkthrough
June 15, 2012	Deadline for addressing questions
June 19, 2012	Response to all questions
June 22, 2012, 12 Noon	<b>Responses DUE</b> to the Purchasing Agent
June 25, 2012 (week of)	Responses to be evaluated. Responders may be invited to present solution to the City (presentation meetings, <b>not negotiation meetings</b> ).
June 29, 2012	Announcement by the Ad Hoc Committee on the next step it will decide to take.

Note that the city endeavors to respect this time schedule as best as conditions allow. However, the city will use as much time as necessary to make the best informed decision.

### 4.3 RFI RELATED QUESTIONS / CLARIFICATIONS / SUBMISSION

---

All questions related to this RFI should be directed, via e-mail ONLY to

**Joseph Pedulla, MCPPO**  
[jpedulla@city.waltham.ma.us](mailto:jpedulla@city.waltham.ma.us)

Vendors must ensure that the information is delivered to the following address on or before Friday **June 29, 2012 at 12 noon.**

**Joseph Pedulla, MCPPO**  
**Purchasing Agent**  
**City of Waltham**  
**610 Main Street**  
**Waltham, MA 02452**

Any notices with respect to this RFI should also be mailed to the above Contact and Address.

#### **4.3.1 Liabilities of Agency**

---

This RFI is only a request for information about potential products / services and no contractual obligation on behalf of The City of Waltham whatsoever shall arise from the RFI process.

This RFI does not commit the City of Waltham to pay any cost incurred in the preparation or submission of any response to the RFI.

#### **4.3.2 Confidentiality & RFI Ownership**

---

**RFI Ownership:** All responses to the RFI will become the property of the City of Waltham and will not be returned.

All materials received or created by the City of Waltham are considered **public records**. These records include but are not limited to bid or proposal submittals, agreement documents, contract work product, or other information submitted by a vendor to the City.

The State of Massachusetts Law requires that public records must be promptly disclosed by the City upon request

## 5 RESPONSE FORMAT

Question	Response
Vendor Information	
Name of person/Company responsible for the information contained in this RFI	Attach as required.
Telephone number Fax number Email address Web page	
Have you acquired real property before?	
Total number of acquisitions made	
Describe, if any, third party alliances, relationships, or dependencies.	
Planned Use	
Please provide information on your intended use of the facility.	
Provide initial architectural sketches, if available, of the planned design	
Provide details of the planned improvements	
How is your project improve the neighborhood make up	
What financial benefit will this project have to the City	
Is your company planning to lease or buy? If lease please explain the terms of the lease preferred (how many years lease)	
What is your anticipated renovation completion date?	
Will this project add jobs, please explain in details	
If proposing a lease for a portion of the property, identify the space size and preferred location of that portion.	
Financial Ability	
How will you fund the acquisition/lease of this property	
How will you finance the improvements	
What financial benefit do you expect this venture to produce for you/ your company?	
Client Capabilities	
Are you planning to hire an Architect, Engineer, Developer, etc.?	
Describe the skills, training, education of your staff involved in the project	
What Business experience do you have in developing such property?	
Describe your relationship with LOCAL Banks, Attorneys,	



Question	Response
Construction professionals, Consultants, etc.	

## PROJECT REFERENCES

---

The vendor should at least list three previous projects achieved providing the following:

- Name of client including contact information.
- Other a real property acquisitions made from other Municipalities
- Size of real property acquisition
- Bank reference showing the financial ability to execute the transaction.

## Appendix A



# Waltham Public Schools

## Waltham Fitch Elementary School

14 Ash Street  
Waltham, MA 02453

For Official Use Only

### Building Features

<b>Alarm &amp; Monitoring Systems</b>		
Closed Circuit Cameras	No	
Fire Alarm System		
Knox Box		
Motion Detecting Devices	No	
Security System	Yes	Monahan Technologies (781) 894-3440
<b>Communication Systems</b>		
Cable TV Access		
Intercom System	Yes	Throughout Building
Portable Radios		Frequency:
Phones in Rooms	No	
<b>Hazards</b>		
Hazardous Materials		
<b>Building Systems</b>		
Electrical Shutoff	Yes	In Boiler Rm on Ground Floor
Gas Shutoff		
Water Shutoff	Yes	In Boiler Rm on Ground Floor
Roof Type		
Roof Access	Yes	Two locations; Second floor
<b>Other</b>		
Bus Company		
Wall Construction		



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REGIONAL ADVISORY COUNCIL

and



Metropolitan Area  
Planning Council



# Waltham Public Schools

## Waltham Fitch Elementary School

14 Ash Street  
Waltham, MA 02453

For Official Use Only

### Pictometry – Neighborhood View



Aerial Pictometry Taken: 2003



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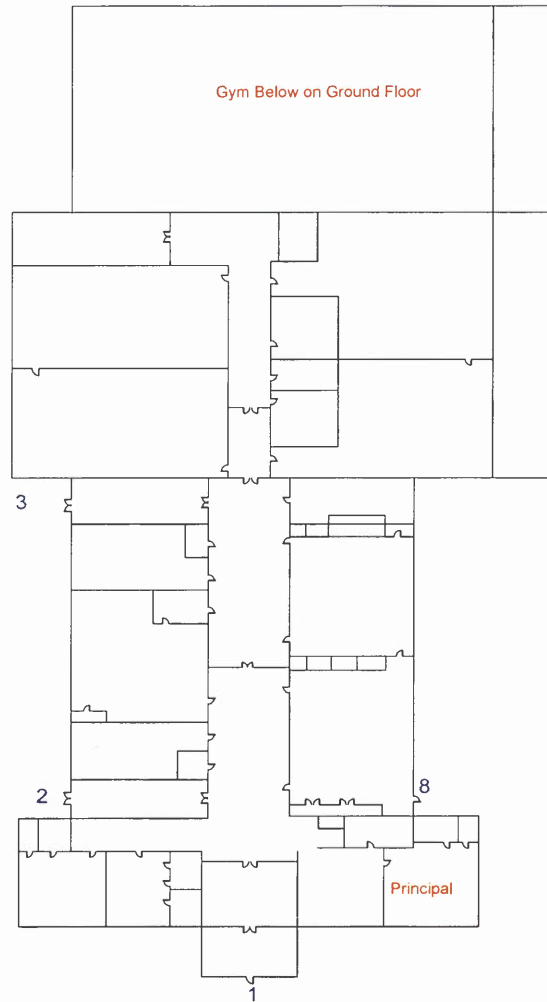


Metropolitan Area  
Planning Council

District:	Waltham
School Name:	Fitch Elementary School
Address:	14 Ash Street Waltham, MA 02453
School Hours:	8:45 am – 3:00 pm
In-session Contact:	Alice Shull (781) 314-5680
Off-Hours Contact:	
Approach Hazards:	
Notes:	

For Official Use Only

Side C



### Footprint

Side B

Side D

#### Legend

-  Single Door
-  Double Door
-  Window
-  Stairs
-  Ramp
-  Elevator
-  Fire Extinguisher
-  Gas Shut-Off
-  Electrical Shut-Off
-  Water Shut-Off
-  Chair Lift
-  Sprinkler Shutoff
-  Generator
-  Camera
-  Fire Standpipe

Side A

District:	Waltham
School Name:	Fitch Elementary School
Address:	14 Ash Street Waltham, MA 02453
School Hours:	8:45 am – 3:00 pm
In-session Contact:	Alice Shull (781) 314-5680
Off-Hours Contact:	
Approach Hazards:	
Notes:	

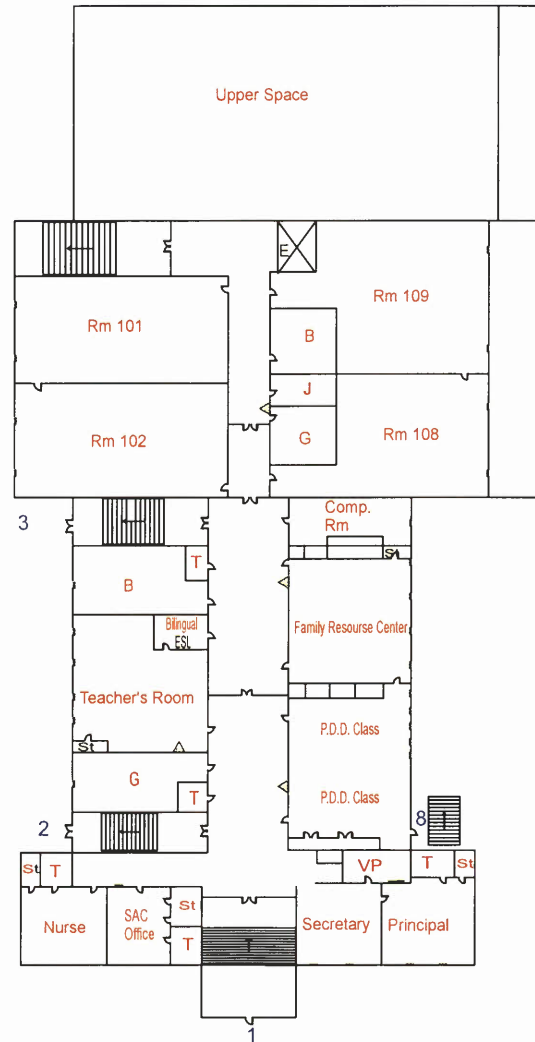
For Official Use Only

# 1st Floor

Side B

Side C

Side D



Side A

## Legend

-  Single Door
-  Double Door
-  Window
-  Stairs
-  Ramp
-  Elevator
-  Fire Extinguisher
-  Gas Shut-Off
-  Electrical Shut-Off
-  Water Shut-Off
-  Chair Lift
-  Sprinkler Shutoff
-  Generator
-  Camera
-  Fire Standpipe

<b>District:</b>	Waltham
<b>School Name:</b>	Fitch Elementary School
<b>Address:</b>	14 Ash Street Waltham, MA 02453
<b>School Hours:</b>	8:45 am – 3:00 pm
<b>In-session Contact:</b>	Alice Shull (781) 314-5680
<b>Off-Hours Contact:</b>	
<b>Approach Hazards:</b>	
<b>Notes:</b>	

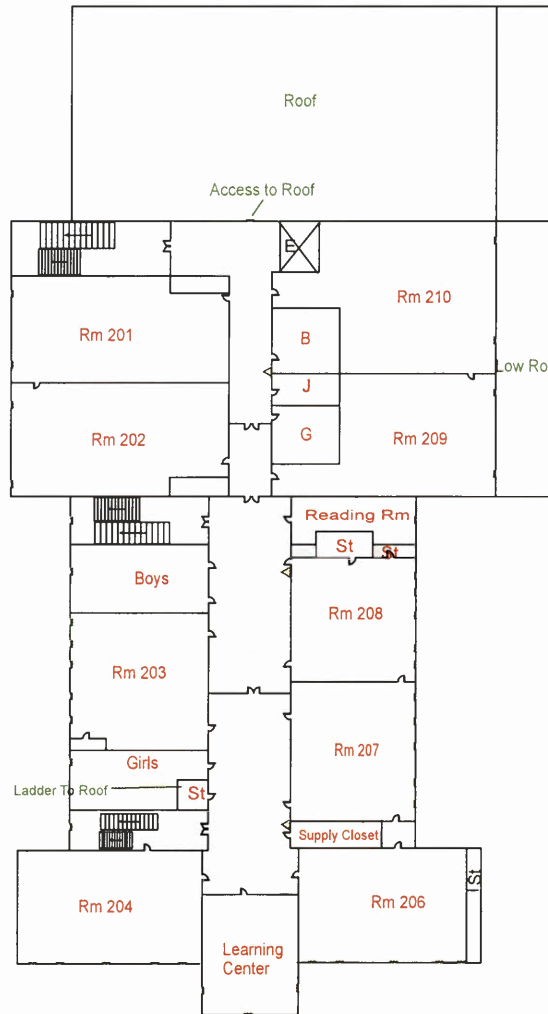
For Official Use Only

## 2nd Floor

Side B

Side C

Side D



Side A

### Legend

-  Single Door
-  Double Door
-  Window
-  Stairs
-  Ramp
-  Elevator
-  Fire Extinguisher
-  Gas Shut-Off
-  Electrical Shut-Off
-  Water Shut-Off
-  Chair Lift
-  Sprinkler Shutoff
-  Generator
-  Camera
-  Fire Standpipe



<b>District:</b>	Waltham
<b>School Name:</b>	Fitch Elementary School
<b>Address:</b>	14 Ash Street Waltham, MA 02453
<b>School Hours:</b>	8:45 am – 3:00 pm
<b>In-session Contact:</b>	Alice Shull (781) 314-5680
<b>Off-Hours Contact:</b>	
<b>Approach Hazards:</b>	
<b>Notes:</b>	

For Official Use Only

## Ground Floor

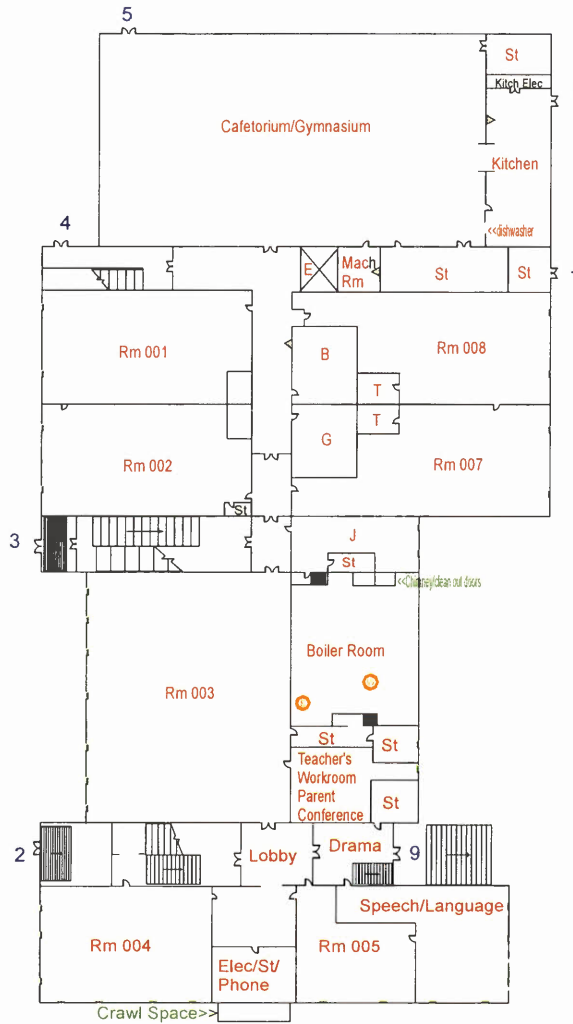
Side B

Side C

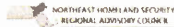
Side D

### Legend

-  Single Door
-  Double Door
-  Window
-  Stairs
-  Ramp
-  Elevator
-  Fire Extinguisher
-  Gas Shut-Off
-  Electrical Shut-Off
-  Water Shut-Off
-  Chair Lift
-  Sprinkler Shutoff
-  Generator
-  Camera
-  Fire Standpipe



Side A





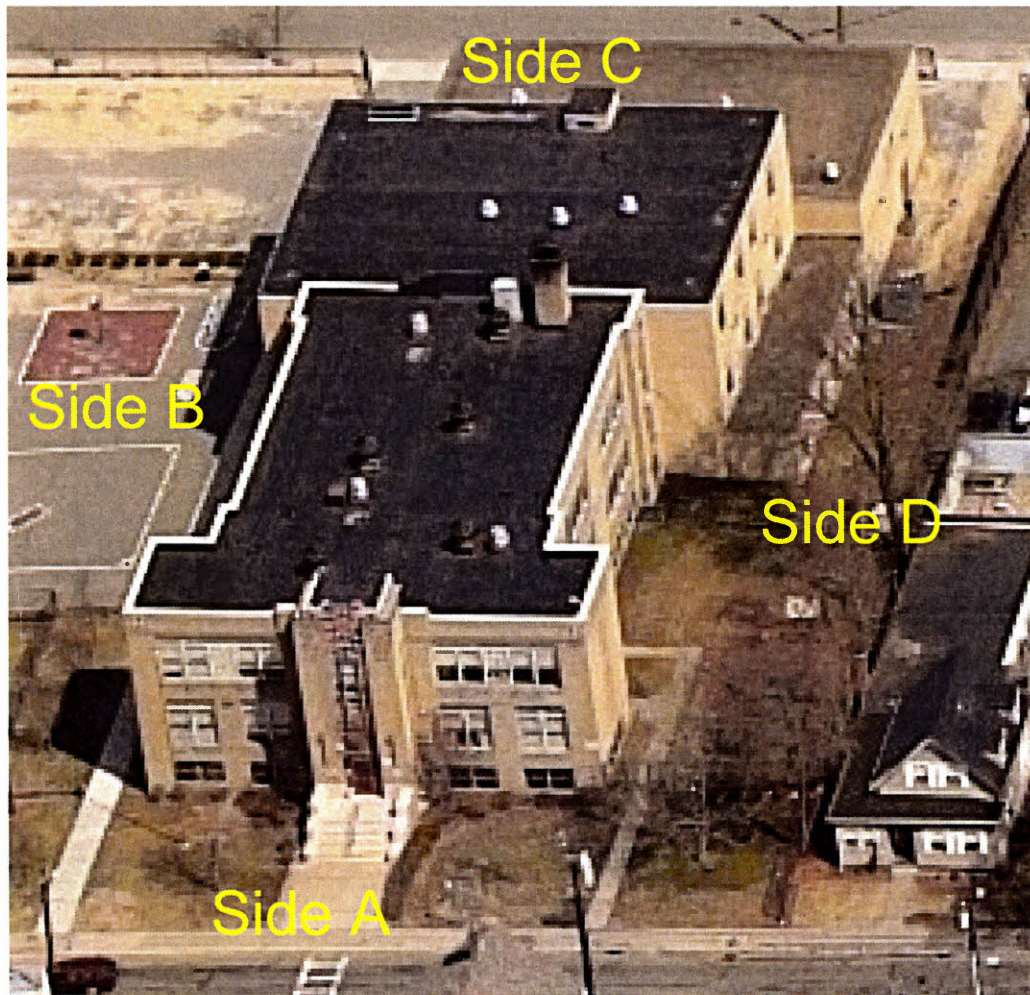


Waltham Public Schools  
Waltham Fitch Elementary School

14 Ash Street  
Waltham, MA 02453

For Official Use Only

**Pictometry – Side A**



Aerial Pictometry Taken: 2003



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and



Metropolitan Area  
Planning Council



# Waltham Public Schools

## Waltham Fitch Elementary School

14 Ash Street  
Waltham, MA 02453

For Official Use Only

### Building Photographs – Side A



Side A, Door 1



Side A, Front Door



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Waltham Public Schools  
Waltham Fitch Elementary School  
14 Ash Street  
Waltham, MA 02453  
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### Pictometry – Side B



Aerial Pictometry Taken: 2003



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Waltham Public Schools  
Waltham Fitch Elementary School  
14 Ash Street  
Waltham, MA 02453  
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## Building Photographs – Side B



Side B, Door 2



Side B, Door 3



Side B, Door 4



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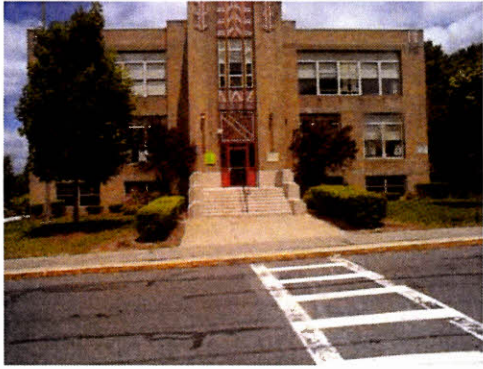


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# Waltham Public Schools

## Waltham Fitch Elementary School

14 Ash Street  
Waltham, MA 02453

For Official Use Only

### Pictometry – Side C



Aerial Pictometry Taken: 2003



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Waltham Public Schools  
Waltham Fitch Elementary School  
14 Ash Street  
Waltham, MA 02453  
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### Building Photographs – Side C



Side C, Door 5



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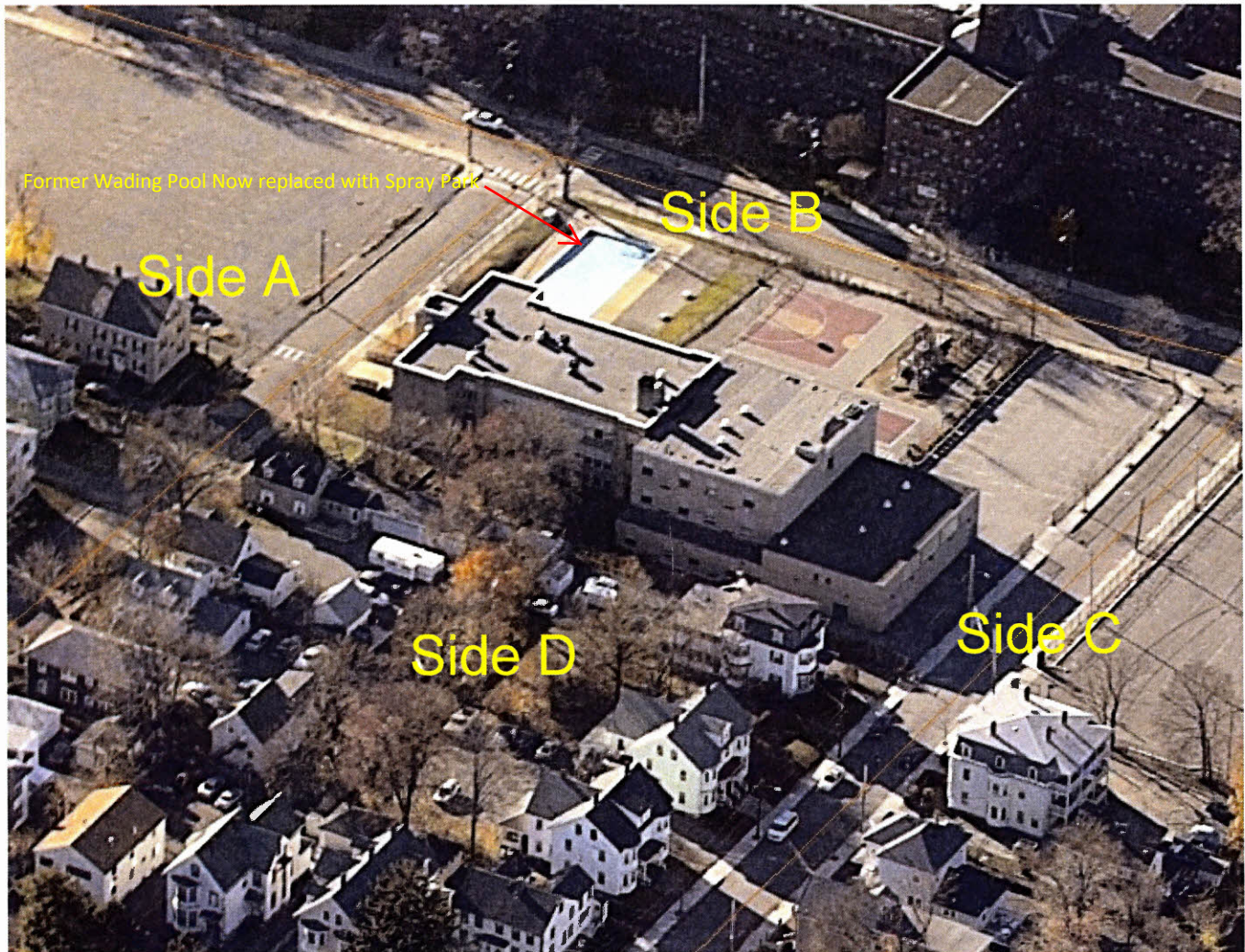


Metropolitan Area Planning Council



Waltham Public Schools  
Waltham Fitch Elementary School  
14 Ash Street  
Waltham, MA 02453  
For Official Use Only

### Pictometry – Side D



Aerial Pictometry Taken: 2003



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# Waltham Public Schools

## Waltham Fitch Elementary School

14 Ash Street  
Waltham, MA 02453

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### Building Photographs – Side D



Side D, Door 6



Side D, Door 7



Side D, Door 8



Side D, Doors 8 & 9



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Present Fitch Spray Park



## **Appendix B**

R068 021 0001  
 Map Block Lot

1 of 1 COMMERCIAL  
 CARD

TOTAL ASSESSED: 2,277,100  
 !3837!

City of Waltham



**Patriot**  
 Properties Inc.

**USER DEFINED**

Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	

**PROPERTY LOCATION**

No	Alt No	Direction/Street/City
14		ASH ST, WALTHAM

**OWNERSHIP**

Owner 1:	SCHOOL DEPT.				
Owner 2:	FITCH SCHOOL				
Owner 3:					
Street 1:	494 MAIN STREET				
Street 2:					
Twn/City:	WALTHAM				
St/Prov:	MA	Cntry:		Own Occ:	
Postal:	02452-6131	Type:			

**PREVIOUS OWNER**

Owner 1:			
Owner 2:			
Street 1:			
Twn/City:			
St/Prov:		Cntry:	
Postal:			

**NARRATIVE DESCRIPTION**

This Parcel contains 60,952 SQ. FT. of land mainly classified as MUNICPL with a(n) SCHOOL Building Built about 1932, Having Primarily BRICK Exterior and TAR + GRAVEL Roof Cover, with 1 Units, 16 Baths, 0 HalfBaths, 0 3/4 Baths, 0 Rooms Total, and 0 Bdms.

**OTHER ASSESSMENTS**

Code	Descrip/No	Amount	Com. Int

**PROPERTY FACTORS**

Item	Code	Descip	%	Item	Code	Descip
Z				U		
o				t		
n				l		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	41	
t				Traffic		

**LAND SECTION (First 7 lines only)**

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infru	Neigh Mod	Infl 1	%	Infl 2	%	Infl 3	%	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
903	MUNICPL		60952		SQ. FT.	SITE		0	17.	0.749	CA	1.00								776,329						776,300	

**IN PROCESS APPRAISAL SUMMARY**

Use Code	Building Value	Yard Items	Land Size	Land Value	Total Value	Legal Description
903	1,500,800		60952.000	776,300	2,277,100	
<b>Total Card</b>	1,500,800		1.399	776,300	2,277,100	Entered Lot Size
<b>Total Parcel</b>	1,500,800		1.399	776,300	2,277,100	Total Land:
Source: Market Adj Cost		Total Value per SQ unit /Card: 50.96		/Parcel: 50.96		Land Unit Type:

**PREVIOUS ASSESSMENT**

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2012	903	EX	1,500,800	0	60,952.	776,300	2,277,100	2,277,100	Year End Roll	11/29/2011
2012	903	FV	1,500,800	0	60,952.	776,300	2,277,100	2,277,100	Year End Roll	12/20/2011
2011	903	EX	1,500,800	0	71,400.	900,700	2,401,500	2,401,500	Year End Roll	11/23/2010
2011	903	FV	1,500,800	0	71,400.	900,700	2,401,500	2,401,500	year end	12/17/2010
2010	903	FV	1,500,800	0	71,400.	900,700	2,401,500	2,401,500	year end	12/3/2009
2009	903	FV	1,500,800	0	71,400.	1,927,800	3,428,600	3,428,600	YEAR END	12/8/2008
2008	903	EX	1,500,800	0	71,400.	1,927,800	3,428,600	3,428,600	Year End Roll	11/29/2007
2008	903	FV	1,500,800	0	71,400.	1,927,800	3,428,600	3,428,600		12/28/2007

**SALES INFORMATION**

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Assoc PCL Value	Notes

**BUILDING PERMITS**

Date	Number	Descip	Amount	C/O	Last Visit	Fed Code	F. Descip	Comment

**ACTIVITY INFORMATION**

Date	Result	By	Name

Sign: \_\_\_\_\_

Total AC/HA: 1.39927	Total SF/SM: 60952.00	Parcel LUC: 903	MUNICPL	Prime NB Desc: COM AVG
----------------------	-----------------------	-----------------	---------	------------------------

Total: 776,329	Spl Credit:	Total: 776,300
----------------	-------------	----------------

**EXTERIOR INFORMATION**

Type:	58 - SCHOOL
Sty Ht:	03 - 3 story
(Liv) Units:	1 Total: 1
Foundation:	01 - CONCRETE
Frame:	03 - CONCRETE
Prime Wall:	07 - BRICK
Sec Wall:	%
Roof Struct:	07 - SHED
Roof Cover:	04 - TAR + GRAVEL
Color:	
View / Desir:	

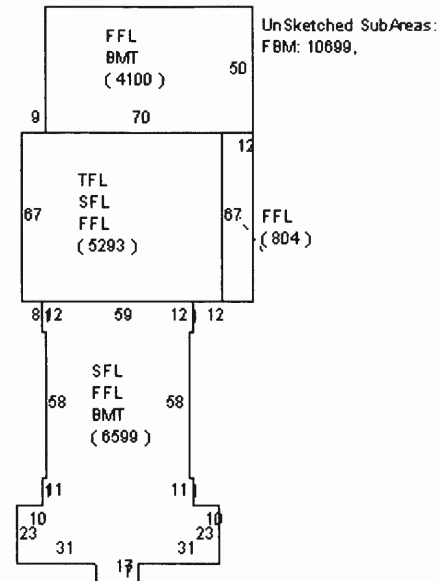
**BATH FEATURES**

Full Bath:	16	Rating:	Average
A Bath:		Rating:	
3/4 Bath:		Rating:	
A 3QBth:		Rating:	
1/2 Bath:		Rating:	
A HBth:		Rating:	
OthrFix:	40	Rating:	Average

**COMMENTS**

14 ASH STREET : 14 ASH STREET.

**SKETCH**



**GENERAL INFORMATION**

Grade:	C - AVERAGE		
Year Blt:	1932	Eff Yr Blt:	
Alt LUC:		Alt %:	
Jurisdic:		Fact:	
Const Mod:			
Lump Sum Adj:			

**CONDO INFORMATION**

Location:	
Total Units:	
Floor:	
% Own:	
Name:	

**RESIDENTIAL GRID**

1st Res Grid	Desc:	# Units			
Level	FY LR DR D K FR RR BR FB HB L O				
Other					
Upper					
Lvl 2					
Lvl 1					
Lower					
Totals	RMs:	BRs:	Baths:	16	HB

**INTERIOR INFORMATION**

Avg Ht/FL:			
Prim Int Wall:	02 - PLASTER		
Sec Int Wall:	%		
Partition:			
Prim Floors:	10 - PARQUET		
Sec Floors:	%		
Bsmnt Flr:			
Bsmnt Gar:			
Electric:	03 - TYPICAL		
Insulation:	01 - NONE		
Int vs Ext:			
Heat Fuel:	01 - OIL		
Heat Type:	05 - STEAM		
# Heat Sys:	1		
% Heated:	100	% AC:	
Solar HW:	NO	Central Vac:	NO
% Com Wal:		% Sprinkled:	

**DEPRECIATION**

Phys Cond:	AV - Average	30	%
Functional:			%
Economic:			%
Special:			%
Override:			%
Total:		30	%

**REMODELING**

Exterior:	
Interior:	
Additions:	
Kitchen:	
Baths:	
Plumbing:	
Electric:	
Heating:	
General:	

**RES BREAKDOWN**

No Unit	RMS	BRS	FL
Totals			

**SUB AREA**

Code	Description	Area - SQ	Rate - AV	Undepr Value
FFL	FIRST FLOOR	16,796	51.840	870,735
SFL	SECOND FLOOR	11,892	51.840	616,503
BMT	BASEMENT	10,699	12.960	138,664
FBM	FINISHED BMT	10,699	12.960	138,664
TFL	THIRD FLOOR	5,293	51.840	274,399

**SUB AREA DETAIL**

Sub Area	% Usbl	Descrip	% Type	Qu	# Ten
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**CALC SUMMARY**

Basic \$ / SQ:	65.00
Size Adj.:	0.83531386
Const Adj.:	0.95480990
Adj \$ / SQ:	51.842
Other Features:	105000
Grade Factor:	1.00
Neighborhood Inf:	1.00000000
LUC Factor:	1.00
Adj Total:	2143964
Depreciation:	643189
Depreciated Total:	1500775

**COMPARABLE SALES**

Rate	Parcel ID	Typ	Date	Sale Price
WtAv\$/SQ:				Ind.Val
AvRate:				Val/Su Fin: 33.59
Juris. Factor:				Val/Su Net: 27.10
Special Features:	0			Val/Su SzAd: 44.17
Final Total:	1500800			

Net Sketched Area:	55,379	Total:	2,038,965		
Size Ad	33981	Gross Area	55379	FinArea	44680

**SPEC FEATURES/YARD ITEMS**

Code	Description	A	Y/S	Qty	Size/Dim	Qual	Con	Year	Unit Price	D/S	Dep	LUC	Fact	NB	Fa	Appr Value	JCod	JFact	Juris. Value
------	-------------	---	-----	-----	----------	------	-----	------	------------	-----	-----	-----	------	----	----	------------	------	-------	--------------

**PARCEL ID** R068 021 0001

**IMAGE**

AssessPro Patriot Properties, Inc



# Appendix C

## Zoning Codes.

## ZONING CODE

### Sec. 3.4. Table of Uses. City of Waltham (Part 1)

[Amended 6-10-1991 by Ord. No. 27154; 6-10-1991 by Ord. No. 27156; 12-12-1991 by Ord. No. 27265; 12-23-1991 by Ord. No. 27265; 3-8-1993 by Ord. No. 27503; 5-9-1994 by Ord. No. 27715; 5-23-1994 by Ord. No. 27732; 1-11-1995 by Ord. No. 27853-A; 3-28-1995 by Ord. No. 27884; 5-22-1995 by Ord. No. 27909; 5-13-1996 by Ord. No. 28125; 5-28-1996 by Ord. No. 28135; 8-4-1997 by Ord. No. 28403; 2-26-2001 by Ord. No. 29197; 5-28-2002 by Ord. No. 29513; 12-23-2002 by Ord. No. 29628; 3-1-2005 by Ord. No. 30012; 4-28-2008 by Ord. No. 30876; 12-22-2008 by Ord. No. 31011]

Use With Special Permit Reference	RA-1	RA-2	RA-3	RA-4	RB	RC	RD	HR1	HR2	BA	BB	BC(1)	LC	C	I	C/R	Use Reference
<b>Residential</b>																	
Single-family detached (Sec. 3.606)	Y	Y	Y	Y	Y	Y	Y	Y	Y	S1	S1	N	N	N	N	N	3.21
Two-family detached (Sec. 3.607)	N	N	N	N	Y	Y	Y	N	N	S1	S1	N	N	N	N	N	3.22
Accessory dwelling units (Sec. 3.616)	S2	S2	S2	S2	N	N	N	N	N	N	N	N	N	N	N	N	3.23
Multifamily dwellings (Sec. 3.618)	N	N	N	N	N	Y1	Y1	Y	Y1	Y1	Y1	Y1	N	N	N	N	3.24
Rooming houses	Y	Y	Y	Y	Y	Y1	Y1	Y	N	Y1	Y1	Y1	N	N	N	N	3.25
Lodging houses (Sec. 3.639)	N	N	N	N	N	S1	N	N	N	S1	S1	S1	N	N	N	N	3.26
Hotels/motels (Sec. 3.617)	N	N	N	N	S1	S1	N	N	N	S1	S1	S1	S1	S1	N	N	3.27
Family day-care homes (Sec. 3.609)	Y	Y	Y	Y	Y	Y	Y	Y	Y	S1	S1	S1	N	N	N	N	3.28
Medical offices in residences	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	3.29
Customary home occupations (Sec. 3.611)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	3.210
Accessory uses/residential (Sec. 4.22)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	3.211
Garage, private	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	3.212
Trailer/mobile home	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	3.213
<b>Institutional</b>																	
Churches	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	3.214
Educational uses	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	3.215
Municipal buildings	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	3.216
Cemeteries	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	3.217
Hospitals, sanitoriums, nursing homes, philanthropic institutions (Sec. 3.610)	S1	S1	S1	S1	S1	S1	S1	Y (3.811)	Y (3.811)	S1	S1	S1	N	N	N	N	3.218

**KEY:**

Y = Permitted use as of right  
 N = Not permitted  
 Y1 = Permitted by right and additional intensity of use permitted by special permit from the City Council

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 S2 = Use permitted only by special permit by Board of Appeals

## ZONING CODE

### Sec. 3.4. Table of Uses. City of Waltham (Part 2)

Use With Special Permit Reference	RA-1	RA-2	RA-3	RA-4	RB	RC	RD	HR1	HR2	BA	BB	BC(1)	LC	C	I	C/R	Use Reference
Assisted living facilities	N	N	S1	S1	S1	S1	S1	Y1	Y1	S1	S1	N	N	N	N	N	3.218A
Public service corporations (Sec. 3.614)	S2	S2	S2	S2	S2	S2	S2	S2	S2	S2	S2	S2	N	S2	S2	N	3.219
Membership clubs (Sec. 3.608)	S1	S1	S1	S1	S1	S1	S1	S1	S1	S1	Y1	Y1	N	Y1	Y1	S1	3.220
Garages, public	N	N	N	N	N	N	N	Y (3.811)	Y (3.811)	Y1	Y1	Y1	Y1	Y1	Y1	N	3.221
<b>Commercial</b>																	
Retail stores (Sec. 3.634)	N	N	N	N	N	N	N	N	N	Y1	Y1	Y1	N	Y1	Y1	N	3.222, 3.27
Body art establishments (Sec. 3.222A)	N	N	N	N	N	N	N	N	N	N	S1	S1	N	S1	S1	N	2.347
Laundromats	N	N	N	N	N	N	N	N	N	N	Y1	Y1	N	Y1	Y1	N	3.223
Business and professional offices and banks	N	N	N	N	N	N	N	Y (3.811)	S1 (3.811)	Y1	Y1	Y1	Y1	Y1	Y1	N	3.224
Drive-in customer service (Sec. 3.635)	N	N	N	N	N	N	N	N	N	S1	S1	S1	S1	S1	S1	N	3.225
Arcades	N	N	N	N	N	N	N	N	N	N	N	N	Y1	Y1	Y1	N	3.226
Retail gasoline stations (Sec. 3.634)	N	N	N	N	N	N	N	N	N	Y1	Y1	N	N	Y1	Y1	N	3.227
Restaurants	N	N	N	N	N	N	N	N	N	Y1	Y1	Y1	N	Y1	Y1	N	3.228
Fast-food establishments (Sec. 3.620)	N	N	N	N	N	N	N	N	N	S1	S1	N	N	S1	S1	N	3.229
Taverns	N	N	N	N	N	N	N	N	N	N	Y1	N	N	Y1	Y1	N	3.230
Micro-brewery restaurant	N	N	N	N	N	N	N	N	N	N	N	S1	S1	N	N	N	3.228A
Catering establishments	N	N	N	N	N	N	N	N	N	N	Y1	N	N	Y1	Y1	N	3.231
Funeral homes	N	N	N	N	N	N	N	N	N	Y1	Y1	Y1	N	Y1	Y1	N	3.232
Private schools	N	N	N	N	N	N	N	N	N	Y1	Y1	Y1	N	Y1	Y1	N	3.233
Radio and television broadcasting studios	N	N	N	N	N	N	N	N	N	N	Y1	Y1	Y1	Y1	Y1	N	3.234
Radio, television, microwave, communication, radar or other tower (Sec. 3.621)	N	N	N	N	N	N	N	N	N	N	N	N	Y1	Y1	Y1	N	3.234

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## ZONING CODE

### Sec. 3.4. Table of Uses. City of Waltham (Part 3)

Use With Special Permit Reference	RA-1	RA-2	RA-3	RA-4	RB	RC	RD	HR1	HR2	BA	BB	BC(1)	LC	C	I	C/R	Use Reference
Indoor theaters	N	N	N	N	N	N	N	N	N	N	N	S1	S1	S1	S1	N	3.235
Newspaper publishing and printing	N	N	N	N	N	N	N	N	N	N	Y1	Y1	N	Y1	Y1	N	3.236
Car wash (Sec. 3.622)	N	N	N	N	N	N	N	N	N	N	S1	N	N	S1	S1	N	3.237
Wholesale, storage and warehousing	N	N	N	N	N	N	N	N	N	N	Y1	N	N	Y1	Y1	N	3.238
Off-street parking (Sections 3.601 through 3.605)	Y	Y	Y	Y	S1	S1	S1	Y (3.811)	Y (3.811)	Y	Y	Y	Y	Y	Y	N	3.239
Used car lot (Sec. 3.632)	N	N	N	N	N	N	N	N	N	N	S1	N	N	S1	S1	N	3.240
Associated commercial recreation (Sec. 3.636)	N	N	N	N	N	N	N	N	N	S1	S1	S1	S1	S1	S1	N	3.267
Accessory uses/commercial	N	N	N	N	N	N	N	Y (3.811)	Y (3.811)	Y	Y	Y	Y	Y	Y	Y	3.241
Tea shop	N	N	N	N	N	N	N			N	N	Y1	Y1		N	N	3.228B
Animal shelter (Section 3.643)	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	S1	N	3.226D
Kennel (Section 3.644)	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	S1	N	3.226E
<b>Industrial</b>																	
Accessory off-street parking	N	N	N	N	N	N	N	Y (3.811)	Y (3.811)	N	Y	Y	Y	Y	Y	N	3.242
Railroad and transit station	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	3.243
Windmills	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y1	Y1	N	N	Y1	Y1	N	3.244
Electric lighting, gas works and power stations	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Y	N	3.245
Fuel oil and gas storage	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Y	N	3.246
Heavy trucking and equipment storage (Sec. 3.628)	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	N	3.247
Open storage	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	3.248
Truck or private bus terminals	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Y1	N	3.249
Light manufacturing (Sec. 3.623)	N	N	N	N	N	N	N	N	N	N	S1	N	Y1	Y1	Y1	N	3.250
Research labs, structures and accessory uses	N	N	N	N	N	N	N	Y (3.811)	S1 (3.811)	N	N	N	Y1	Y1	Y1	N	3.251
General manufacture	N	N	N	N	N	N	N	N	N	N	N	N	N	Y1	Y1	N	3.252

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## ZONING CODE

**Sec. 3.4. Table of Uses.  
City of Waltham  
(Part 4)**

Use With Special Permit Reference	RA-1	RA-2	RA-3	RA-4	RB	RC	RD	HR1	HR2	BA	BB	BC(I)	LC	C	I	C/R	Use Reference
Autobody shop (Sec. 3.626)	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	N	3.253
Plastics manufacturing (Sec. 3.629)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	N	3.254
Steam laundry	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Y1	N	3.255
Heliports-airports (Sec. 3.627)	N	N	N	N	N	N	N	S1	S1	N	N	N	S1	S1	N	N	3.256
Junkyards (Sec. 3.633)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	N	3.257
Garbage dumps and sanitary landfills	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	3.258
Composting facility (3.640)	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	N	3.2581
Yard waste transfer station (3.641)	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	N	3.2582
Organic products storage (3.642)	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	N	3.2583
Automobile recycling center	N	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	N	3.259
Accessory uses/manufacturing	N	N	N	N	N	N	N	N	N	N	N	N	Y	Y	Y	N	3.260
Adult entertainment enterprises (Sec. 2.303A)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	N	3.2421
<b>Agriculture</b>																	
Farms	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	3.261
Livestock farms under 5 acres (Sec. 3.612)	S2	S2	S2	S2	S2	S2	S2	S2	S2	S2	S2	S2	S2	S2	S2	N	3.262
Livestock farms over 5 acres	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	3.262
Farm stands	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	3.263
<b>Conservation/Recreation</b>																	
Conservation, water and water supply area	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Y	3.264
Public outdoor recreation facility	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Y	3.265
Semipublic outdoor recreation facility (Sec. 3.630)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	S1	3.266

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ZONING CODE

Sec. 3.4. Table of Uses.  
City of Waltham  
(Part 5)

Use With Special Permit Reference	RA-1	RA-2	RA-3	RA-4	RB	RC	RD	HR1	HR2	BA	BB	BC(1)	LC	C	I	C/R	Use Reference
<b>Conservation/Recreation</b>																	
Nonprofit sports/recreational clubs with grounds for games and sports	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	S1	Y1	3.220A
Commercial recreational facilities, outdoor	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	S1	Y1	3.226A
Commercial recreational facilities, indoor (Sec. 3.608A)	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	S1	S1	3.226B
Commercial conservation/nature facilities	N	N	N	N	N	N	N	N	N	N	N	N	S1	S1	S1	S1	3.226C

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NOTES:

(1) Residential uses shall only be allowed in the BC District on upper floors (floors two through five) unless development occurs as part of a Riverfront Overlay District special permit (See Section 8.4.) or as part of an intensity of use special permit, provided that in no case shall any first-floor residential unit or portion thereof be located on or within 50 feet of the street line of any of the followings streets: Elm Street, Main Street, Moody Street. In the BC District, residential uses shall have separate and distinct entrances from any and all commercial uses, and commercial and residential uses shall not be located on the same floor, except that commercial and residential uses may be allowed on the first floor where development occurs as part of an intensity of use special permit, provided that in no case shall any first-floor residential unit or portion thereof be located on or within 50 feet of the street line of any of the followings streets: Elm Street, Main Street, Moody Street. Multiple residential and/or nonresidential principal buildings may be allowed in the BC District on the same lot when development occurs as part of an intensity of use special permit, provided that all other provisions of Section 4.215 shall be complied with. Further, in instances of new residential construction, excluding rehabilitation or remodeling of existing structures, said residential uses shall be permitted to abut other structures of any type on only one side, and all other sides shall be at least 25 feet from all other structures.

## ZONING CODE

### Sec. 4.11. Table of Dimensional Regulations City of Waltham

(See Section 4.12 for footnotes)

[Amended 8-4-1997 by Ord. No. 28403; 3-3-1999 by Ord. No. 28735; 6-26-2000 by Ord. No. 29025; 5-28-2002 by Ord. No. 29513; 12-23-2002 by Ord. No. 29628; 6-13-2005 by Ord. No. 30180; 6-26-2006 by Ord. No. 30450]

District	Minimum Building Setback(s) (23)			Maximum Building Height(18) (21) (23) feet	Maximum Stories (23)	FAR by Right (17)	FAR by Special Permit (17) (22) (23)	Maximum Lot Coverage (percent) (2) (23)	Minimum Open Space (percent) (9), (17)	Lot Area (square feet)	Maximum Dwelling Units per acre (12)	Lot Frontage (feet) (10)	Minimum Lot Area Per Dwelling Unit (square feet)	Minimum Open Space per Dwelling Unit (square feet)	Minimum Lot Width (feet)
	Front (feet)	Side (feet)	Rear (feet)												
RA-1	40	20	40	35	2.5	--	--	20	--	20,000	--	100	--	--	--
RA-2	40	20	40	35(11)	2.5	--	--	20	--	15,000	--	80	--	--	--
RA-3	25	15	30	35(11)	2.5	--	--	25	--	9,600	--	70	--	--	--
Assisted living facilities	40	40	40	35	3	--	--	--	--	40,000	--	100	1,000	500	100
RA-4	25	15	30	35	2.5	--	--	25	--	7,000	--	60	--	--	--
Assisted living facilities	40	40	40	35	3	--	--	--	--	40,000	--	100	1,000	500	100
RB	15	10	30	40	3.0	--	--	30	--			60	--	--	--
Single-family										6,000	--		--	--	--
Two-family										6,000	--		--	--	--
Assisted living facilities	40	40	40	35	3	--	--	--	--	40,000	--	100	1,000	500	100
RC	10	10(3)	20(4)	40	3.0	.20	.60	30	15			50	--	--	--
Single-family										6,000	--		--	--	--
Two-family										6,000	--		--	--	--
Multifamily										6,000	6		--	--	--
Assisted living facilities	40	40	40	35	3	--	--	--	--	40,000	--	100	1,000	500	100
RD	75	45	60	50	4.0	.20	.80	30	15	5 acres	6	50	--	--	--
HR1															
Except assisted living	10	10	20	74	6	1.8	--	75	--	10,000	59	50	--	--	--
Assisted living	40	40	40	74	6	1.0	1.5			40,000	--	100	1,000	500	100

CITY OF WALTHAM

Sec. 4.11. Table of Dimensional Regulations  
City of Waltham

(See Section 4.12 for footnotes)

[Amended 8-4-1997 by Ord. No. 28403; 3-3-1999 by Ord. No. 28735; 6-26-2000 by Ord. No. 29025; 5-28-2002 by Ord. No. 29513]

District	Minimum Building Setback(s) (23)			Maximum Building Height (18) (21) (23) (feet)	Maximum Stories (23)	FAR by Right (17)	FAR by Special Permit (17) (22) (23)	Maximum Lot Coverage (percent) (2) (23)	Minimum Open Space (percent) (9), (17)	Lot Area (square feet)	Maximum Dwelling Units per acre (12)	Lot Frontage (feet) (10)	Minimum Lot Area Per Dwelling Unit (square feet)	Minimum Open Space per Dwelling Unit (square feet)	Minimum Lot Width (feet)
	Front (feet)	Side (feet)	Rear (feet)												
HR2															
Except as to multifamily and assisted living	10	10	20	74	6	1.0	1.25	75	--	10,000	40	50	--	--	--
Multifamily	10	10	20	74	6	0.01	1.25	75	--	10,000	3	50	--	--	--
Assisted living	40	40	40	74	6	0.5	1.25	--	--	40,000	--	100	1,000	50	100
HR1 & HR2															
Single-family detached	25	15	30	35(11)	2.5	--	--	25	--	9,600	--	70	--	--	--
BA	10	0	15	36	3	.50(16)	1.0	0	--	0	--	50	--	--	--
Res uses	10	10	20	36	3	.20	.80	30	15	6,000	6	50	--	--	--
Assisted living facilities	40	40	40	35	3	--	--	--	--	40,000	--	100	1,000	500	100
BB	0	0	25	48	4	.50(16)	2.5	0	--	0	--	50	--	--	--
Res uses	10	10	20	40	4	.25	1.0	35	15	6,000	10	50	--	--	--
Assisted living facilities	40	40	40	35	3	--	--	--	--	40,000	--	100	1,000	500	100
BC	0	0(13)	25	65	5	1.0	2.5	90	--	--	30	40	--	--	--
LC	150(5)	100(5)	100(5)	40	3.0	.25	.60	30	25(6)	5 acres	--	400	--	--	--
C	10(7)	15(7)	25(7)	80	8	.4(16)	2.0	--	--	10,000	--	50	--	--	--
I	10(8)	15(8)	25(8)	80	8	.4(16)	2.0	--	--	0	--	50	--	--	--

## ZONING CODE

### Sec. 4.11. Table of Dimensional Regulations City of Waltham

(See Section 4.12 for footnotes)

[Amended 8-4-1997 by Ord. No. 28403; 3-3-1999 by Ord. No. 28735; 6-26-2000 by Ord. No. 29025; 5-28-2002 by Ord. No. 29513]

District	Minimum Building Setback(s) (23)			Maximum Building Height (18) (21) (23) (feet)	Maximum Stories (23)	FAR by Right (17)	FAR by Special Permit (17) (22) (23)	Maximum Lot Coverage (percent) (2) (23)	Minimum Open Space (percent) (9), (17)	Lot Area (square feet)	Maximum Dwelling Units per acre (12)	Lot Frontage (feet) (10)	Minimum Lot Area Per Dwelling Unit (square feet)	Minimum Open Space per Dwelling Unit (square feet)	Minimum Lot Width (feet)
	Front (feet)	Side (feet)	Rear (feet)												
C/R	100	100	100	20	1	0.05	0.10	5	10	4 acres	0	100	--	--	--
Detached garage	As required by district	3	3	--(1)	1	--	--	0	--	0	--	50	--	--	--
Accessory building	As required by district	5	5	--(1)	1	--	--	0	--	0	--	0	--	--	--
Swimming pool (19)	As required by district	10	10	--	--	--	0	--	0	--	--	0	--	--	--

## **Appendix D**

*(The Following Documents must be completed and returned with your response)*

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**NON-COLLUSION FORM AND TAX COMPLIANCE FORM****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. The undersigned certifies that no representations made by any City officials, employees, entity, or group of individuals other than the Purchasing Agent of the City of Waltham was relied upon in the making of this bid

\_\_\_\_\_, \_\_\_\_\_  
(Signature of person signing bid or proposal)      Date

\_\_\_\_\_  
(Name of business)

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**TAX COMPLIANCE CERTIFICATION**

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

\_\_\_\_\_, \_\_\_\_\_  
Signature of person submitting bid or proposal      Date

\_\_\_\_\_  
Name of business

**CERTIFICATE OF VOTE OF AUTHORIZATION**

Date:

I \_\_\_\_\_, Clerk of \_\_\_\_\_ hereby certify that at a meeting of the Board of Directors of said Corporation duly held on the \_\_\_\_\_ day of \_\_\_\_\_ at which time a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

VOTED: That \_\_\_\_\_ (*name*) is hereby authorized, directed and empowered for the name and on behalf of this Corporation to sign, seal with the corporate seal, execute, acknowledge and deliver all contracts and other obligations of this Corporation; the execution of any such contract to be valid and binding upon this Corporation for all purposes, and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation.

I further certify that \_\_\_\_\_ is duly elected/appointed \_\_\_\_\_ of said corporation

SIGNED:

(Corporate Seal)

\_\_\_\_\_  
Clerk of the Corporation:

Print Name: \_\_\_\_\_

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COMMONWEALTH OF MASSACHUSETTS

County of \_\_\_\_\_ date \_\_\_\_\_ Date: \_\_\_\_\_

Then personally appeared the above named and acknowledged the foregoing instrument to be their free act and deed before me, \_\_\_\_\_

Notary Public;

My Commission expires: \_\_\_\_\_



**CORPORATION IDENTIFICATION**

The bidder for the information of the Awarding Authority furnishes the following information.

If a Corporation:

Incorporated in what state \_\_\_\_\_

President \_\_\_\_\_

Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_

Federal ID Number \_\_\_\_\_

If a foreign (out of State) Corporation – Are you registered to do business in Massachusetts?

Yes \_\_\_\_\_, No \_\_\_\_\_

If you are selected for this work you are required under M.G.L.ch. 30S, 39L to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate stating that you Corporation is registered, and furnish said certificate to the Awarding Authority prior to the award.

If a Partnership: (Name all partners)

Name of partner \_\_\_\_\_

Residence \_\_\_\_\_

Name of partner \_\_\_\_\_

Residence \_\_\_\_\_

If an Individual:

Name \_\_\_\_\_

Residence \_\_\_\_\_

If an Individual doing business under a firm's name:

Name of Firm \_\_\_\_\_

Name of Individual \_\_\_\_\_

Business Address \_\_\_\_\_

Residence \_\_\_\_\_

Date \_\_\_\_\_

Name of Bidder \_\_\_\_\_

By \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Business Address (POST OFFICE BOX NUMBER NOT ACCEPTABLE)

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

**DEBARMENT CERTIFICATION**

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non procurement programs from the Commonwealth of Massachusetts, the US Federal Government and /or the City of Waltham. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Purchasing Agent of the City of Waltham at any time during the period of the contract of prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the City of Waltham, the contract will be cancelled and the award revoked.

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

Address \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Signed by Authorized Company Representative: \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_  
Print Name Date