

Patricia A. Peshka
Purchasing Agent



Scott Avedisian
Mayor

City of Warwick
Purchasing Division
3275 Post Road
Warwick, Rhode Island 02886
Tel (401) 738-2013
Fax (401) 737-2364

The following notice is to appear on the City of Warwick's website Thursday, March 16, 2017. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
PROPOSALS REQUESTED FOR**

**RFP2017-278 Sale/Lease for Reuse of
Former Nelson Aldrich Junior High School Building & Property
and/or
Former Christopher Rhodes Elementary School Building & Property**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Thursday, March 16, 2017.

A tour of Former Nelson Aldrich Junior High School Building will be held on Friday, March 24, 2017 at 10:00 AM in the rear parking lot.

A non-mandatory pre-proposal conference will be held on Tuesday, March 28, 2017 at 11:00 AM in the lower level conference room at Warwick City Hall, 3275 Post Rd., Warwick RI for all persons interested in learning more about the requirements, restrictions, and the process outlined in this proposal. Attendance is not mandatory, but participation may provide insight useful to proposal participation.

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 AM, Monday, May 15, 2017. The proposals will be opened publicly commencing at 11:00 AM on the same day in the Lower Level Conference Room, Warwick City Hall.

After an evaluation of all proposals, a recommendation will be made for the project that best meets the stated goals and objectives of the City of Warwick's Comprehensive Plan 2033, 21st Century Warwick: City of Livable Neighborhoods and is in the best financial interests of

the City. The City has established specific goals to guide any proposed redevelopment plan for the property and these goals can be found in the Supplemental Information attached as part of the Request For Proposals.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2013 at least 48 hours in advance of the proposal opening date.

Original Signature on File

Patricia A. Peshka
Purchasing Agent

PLEASE SUBMIT THIS PAGE WITH YOUR PROPOSAL

Acknowledgement of Addendum (if applicable)

Addendum Number	Signature of Bidder
_____	_____
_____	_____

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____*

*Please include your email address. Future proposals will be emailed, unless otherwise noted.

=====

II. AWARD AND CONTRACT:

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor (delete if inapplicable), accepts the above proposal and hereby enters into a contract with the above party to pay the proposal price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____

RFP2017-278

Purchasing Agent

CERTIFICATION & WARRANT FORM*

**This form must be completed and submitted with sealed bid.
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statues, laws, ordinances and regulations, in particular, but not limited to Chapter 16- Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

Signature

Date

Company Name

Address

Address

***This form cannot be altered in any way**

**CITY OF WARWICK
NOTICE TO BIDDERS**

**RFP2017-278 Sale/Lease for Reuse of
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Former Christopher Rhodes Elementary School Building & Property**

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If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

Proposals received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified. No proposals shall be accepted via facsimile or email.

The opening of proposals shall be in the order established by the posted agenda and the agenda shall continue uninterrupted until completion.

Once an item has been reached and any proposals on that item has been opened, no other proposals on that item will be accepted and any such proposal shall be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of non-compliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a proposal thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the proposal or has participated in contract negotiations on the part of the City, that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for proposals, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All proposals should be submitted with one (1) original and ten (10) copies in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as “RFP2017-278 Sale/Lease for Reuse of Former Nelson Aldrich Junior High School Building & Property and/or Former Christopher Rhodes Elementary School Building & Property.”

Should you have any questions, please contact Richard Crenca, Principal Planner, Warwick Planning Department, City of Warwick, 3275 Post Rd., Annex, Warwick, RI at 401-921-9683.

Bid surety in the form of a bank check, original bid bond or certified check in the amount of 5 percent of the total bid price must be submitted with each bid. If a bid bond is submitted, it shall be duly executed by the bidder as principal and having as surety thereon a surety company licensed to do business in the State of Rhode Island and approved by the owner.

All proposals should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

Negligence on the part of the bidder in preparing the proposal confers no rights for the withdrawal of the proposal after it is open.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder shall indicate the item or part with the deviation and indicate how the proposal will deviate from specifications.

The IRS Form W-9 available on www.warwickri.gov should be completed and submitted with the proposal if the bidder falls under IRS requirements to file this form.

The bidders are encouraged to meet the established goal of not less than ten (10) percent of the dollar value of the work performed. The contract bid price to the Contractors, subcontractors, and/or supplies which qualify as **DISADVANTAGED BUSINESS ENTERPRISES, MBE/WBE**, in accordance with Title 37 Public Property & Works, Chapter 37-14.1 Minority Business Enterprise.

Pursuant to R.I. General Law 37-14.1-7, which relates to minority business enterprise and 42-35-1 relating to the administrative procedures act the R.I. Department of Administration has developed rules and regulations governing the certification and of small businesses that are owned and controlled by minorities, woman or disadvantaged individuals to participate in State and Federal programs administered by the State of Rhode Island to qualify as a minority business enterprise (MBE), a woman business enterprise (WBE) or disadvantaged business enterprise (DBE) a firm must meet eligibility standards established in Section 3.00-3.05 of these “Rules, Regulations, Procedures and Criteria Governing the Certification and Decertification of MBE/WBE/DBE.”

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, Shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the selected vendor(s).*

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The Purchasing Agent reserves the right to reject any and all proposals, to waive any minor deviations or informalities in the proposals received, and to accept the proposal deemed most favorable to the interest of the City.

The successful bidder must comply with all Rhode Island Laws applicable the public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City shall incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit shall be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation which may be required or requested by the City of Warwick shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents proposal or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick shall be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

The City reserves the right to rescind award for non-compliance to proposal specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

CITY OF WARWICK, RI

REQUEST FOR PROPOSALS

Sale/Lease for reuse of the former:

Nelson Aldrich Junior High School Building and Grounds
789 Post Rd, Warwick RI
and/or
Christopher Rhodes Elementary School
110 Sherwood Ave, Warwick RI

I. INTRODUCTION

The City of Warwick (the “City”), is seeking proposals for the sale/lease for reuse of the former Nelson Aldrich Junior High School building and grounds, located at 789 Post Rd. in the City of Warwick and/or the sale/lease for reuse of the former Christopher Rhodes Elementary School building and grounds, located at 110 Sherwood Ave., in the City of Warwick.

All proposals shall be submitted to the City Purchasing Division in the acceptable form and by the deadline described in this document. The City will review all proposals and recommend to the Mayor and the City Council the award of that proposal which is in the best interests of the City. The City reserves the right to recommend more than one (1) proposal or reject all proposals.

A. Property Description

Christopher Rhodes

The property was formerly used as an elementary school since its construction in 1952. In 2008, the Warwick School Department closed the school due to declining enrollment. The school building and associated property (A.L. 288, A.L. 424; City of Warwick Registry of Deeds, Book # 247, Page 334) was transferred from the School Department to the City in April of 2012. On April 16, 2012, Mayor Scott Avedisian issued an executive order establishing a committee to study the reuse of the building and property and make a recommendation as to the most beneficial reuse of the property.

The property encompasses 9.97 acres of partially cleared and wooded land located in the Norwood neighborhood of the City of Warwick. A small stream and associated wetlands occupies the southeast corner of the property. The existing building is a concrete block construction with a steel frame and brick veneer. The structure is one (1) story with a flat roof and measures 46,685 square feet. There is existing striped parking for 96 vehicles. Included in the facility is a small gymnasium, cafeteria, auditorium, classrooms and office space.

The site is bounded on the east, west and north by a well-established, densely populated residential neighborhood of 2-3 bedroom, well-kept homes. The average lot size in the surrounding area averages from 7,000 to 12,000 square feet with a few lots of close to 20,000 square feet. To the south, the site abuts the Nelson Aldrich Junior High School property.

Vehicular access to the site is through local, neighborhood roads. Sherwood Avenue is the only vehicular access to and from the site. Two, (2) city roads, Putnam St. and Nelson St. dead end at the site from the west. These two streets presently provide pedestrian access for the neighborhood. The City will work with the developer and the neighborhood to retain these pedestrian access points as well as assessing any proposal to utilize these streets as vehicular access to the site depending on the development.

The site is serviced by municipal water and sewer as well as electricity and natural gas from National Grid.

While the City believes the above information regarding the site to be accurate, it remains the responsibility of the applicant to confirm any and all information.

Nelson Aldrich

The property, located at 789 Post Rd., (A.P. 288, A.L. 59), encompasses +/- 11 acres of land including the three, (3) story, 122,000 square foot former school with associated playing fields, tennis courts and vehicular parking. The building was constructed in 1934 as a high school and repurposed in 1955 as a junior high school. The school building includes a gymnasium, auditorium, cafeteria, classrooms, offices, and other associated space. The square footage breakdown per floor is as follows:

First floor:	44,001 s.f.
Second floor:	42,689 s.f.
Third floor:	34,977 s.f.
Enclosed porch:	344 s.f.

It is the preference of the City that the building remain and be redeveloped with no or limited changes to the architectural appearance of the exterior of the building. However, the City will accept and consider all proposals with or without the retention of the building.

The property retains frontage on Post Road, Relph Street and Palm Boulevard. Parking is located in a lot on the west side of the building and a larger lot behind the building. Presently, access to the 136 +/- paved parking spaces is from Relph Street.

The property abuts a densely developed residential neighborhood to the immediate west and east. The lot sizes in the area range from 6,000 – 12,000 square feet. To the immediate north is the associated Christopher Rhodes Elementary School property.

The building is serviced by municipal sewers and water, with connections to National Grid electric and gas. In addition, heat is generated by two, (2) oil fired boilers. The existing boilers operate with bunker oil, which is stored in the rear of the building in a 5,000 gallon UST.

B. Subdivisions/Permits/Approvals

All costs and responsibilities for obtaining any and all necessary Municipal, State and/or Federal approvals, releases for any easements, covenants or any other restrictions on the Property shall be the responsibility of the applicant. The City will work with the successful applicant to expedite any State and Local approvals that might be required, but cannot guarantee approvals by any State departments, City boards, commissions or City Council.

C. Zoning

The current zoning of both properties is Residential A-7. A detailed listing of permitted uses and special permitted uses can be found in Table I: Use Regulations of the Warwick Zoning Ordinance (attached). Uses outside of those permitted by the A-7 designation will be considered by the City subject to approval by the authorized legislative body or bodies in charge of the requested zoning use variance or zone change.

D. Plans & Asbestos Information

Various plans for the Aldrich property are available in the Warwick Planning Department on a thumb drive. Potential bidders are welcome to copy this information on to their own computer or thumb drive.

Various plans for the Rhodes property are available for viewing in the Warwick Planning Department. These plans are original paper copies.

Asbestos abatement records for both Aldrich and Rhodes are available for viewing and/or copying in the Warwick Planning Department.

II. PRE-PROPOSAL CONFERENCE

A non-mandatory pre-proposal conference will be held on Tuesday, March 28, 2017 at 11:00 AM in the lower level conference room at Warwick City Hall, 3275 Post Rd., Warwick RI for all persons interested in learning more about the requirements, restrictions, and the process outlined in this proposal. Attendance is not mandatory, but participation may provide insight useful to proposal participation.

III. GENERAL TERMS AND CONDITIONS

The following are terms and conditions of the RFP:

- The applicant shall be an individual, company, corporations or other legal entity with experience and expertise in community based development.
- No oral interpretation of the meaning of the RFP requirements, zoning regulations, or property conditions will be made. Every request for such interpretation shall be in writing and addressed to Mr. Richard Crenca, Department of Planning, Warwick City Hall Annex, 3275 Post Rd., Warwick, RI 02886 or emailed to Richard.J.Crenca@warwickri.com, and, to be given consideration, must be received at least three (3) calendar days prior to the date fixed for the opening of the proposals. Failure of any applicant to receive any interpretation shall not relieve the applicant from any obligations under the proposal as submitted.
- The City assumes no liability for any fees, costs or expenses incurred in connection with the preparation and/or submission of the RFP response by the applicant, or for any other fees, costs or expenses incurred prior to the selection of an applicant.

- All information in this RFP is believed to be complete and accurate. However, it is the applicant's sole responsibility to conduct its own due diligence and verify all factual statements contained herein.
- In the event it becomes necessary to revise any part of this RFP, revisions will be emailed or otherwise delivered to all prospective applicants who receive the RFP directly from the City of Warwick Purchasing Agent and will also be posted on the City of Warwick website, which is www.warwickri.gov. It is the responsibility of each applicant to periodically consult the City of Warwick website for revisions. The City shall bear no responsibility or liability for copies of revisions lost in any form or circumstance that is beyond the City's control.
- The successful bidder is responsible for conducting a comprehensive boundary survey and "title search" for the property.

IV. SUBMISSION REQUIREMENTS

All proposals must be submitted in sealed packages containing one (1) original and ten (10) copies of the proposal clearly labeled

"RFP2017-278 Sale/Lease and Reuse of Former Aldrich Junior High School Building & Property and/or Former Christopher Rhodes Elementary School Building & Property."

All Financial statements are to be included with the proposal and sealed in a separate envelope clearly marked "Confidential/Not for Public Viewing." These documents shall be included in each sealed copy of the submitted proposal. The envelope must also include the name and address of applicant(s). Delivery shall be made to:

City of Warwick
 Purchasing Division
 Lower Level
 3275 Post Rd.
 Warwick, RI 02886

All proposals must be received in the Division of Purchasing by 11:00 AM on Monday, May 15, 2017. No proposals will be accepted after the deadline. At that time, proposals will be publicly opened, read aloud, recorded and then be made available for public inspection, with the exception of confidential financial statements.

All proposals must include the following information. The absence of any such information shall be deemed an incomplete submission.

A. Vision and/or Strategy for Site Development:

1. The developer must articulate a vision and development strategy for the site. This should be in the form of a narrative and present the developers long term goals and objectives in developing the property.

2. The vision and development narrative must be supported with conceptual design renderings and plans and the necessary zone changes and other zoning compliance considerations.
3. A master plan concept plan of all proposed buildings, additions, general architecture, including access, egress landscaping and any other proposed changes to the site must be included.

B. Statement of Qualifications: The statement of qualifications shall include, but not be limited to the following:

- Firm name.
- Addresses, e-mail addresses and telephone numbers of all firm offices.
- Structure of firm, e.g. sole proprietorship, partnership, corporation, nonprofit, etc.
- Size of firm.
- Years firm has been in business.
- Financial information in the form of a current financial statement and balance sheet.
- Information regarding the experience of the applicant.
- Names of principals in firm.
- Educational and experiential background of principals.
- Qualifications for the development and operation of the proposed use.
- List of other similar projects developed and or managed by the applicant. Detailed descriptions, including photographs, videos or project brochures of specific activities referenced as relevant experiences or projects may be included.
- Listing of any actions taken within the last ten (10) years by any regulatory agency involving the firm or its agents or employees with respect to any work performed.
- Listing of any litigation within the last ten (10) years involving the firm or its agents or employees with respect to any work performed.
- Names of persons who can be contacted as references. At least three (3) references must be provided.

C. Mailing Address of Applicant: Include address, contact name, phone number and email address of the applicant. Provide the names, addresses, phone numbers and email addresses for each member if applicant is a team.

D. Evidence of Financial Ability: Information that will demonstrate to the City of Warwick that the applicant has the financial ability to purchase, design, construct and operate the proposed project

E. Acknowledgement of RFP Requirements: Written acknowledgement of understanding of and agreement with terms, conditions and requirements contained within the RFP.

F. Release Regarding Hazardous Materials: Release of the City of Warwick from any liability for any release, discharge or existence of any hazardous materials on the subject property. The City makes no representation or is aware of any existing hazardous materials on the subject property. The City has not engaged in any type of testing for hazardous materials.

G. Certificate of Non-Collusion and Tax Compliance: Certification that the proposal has been made in good faith, without collusion or fraud and that the applicant complies with the laws of the State of Rhode Island (Attached).

H. Certificate by Corporate Authority to Sign Consent: A true copy, including an attached corporate seal, authorizing the applicant to sign all bid documents, including all certifications and releases on behalf of his/her corporate entity and to bind said entity relative to these documents (Attached).

V. MISCELLANEOUS

A. Amendments/Modifications to Proposal.

The applicant may, at any time prior to the deadline for submission of the proposal, amend or modify a proposal by submitting the amendment/modification in a sealed package containing one (1) original and ten (10) copies of the amendment/modification and clearly marked with the following information:

“RFP2017-278 Sale/Lease and Reuse of Former Aldrich Junior High School Building & Property and/or Former Christopher Rhodes Elementary School Building & Property.”

FROM: Name and address of applicant

TO: City of Warwick Purchasing Agent
Warwick City Hall
3275 Post Rd.
Warwick, RI 02886

B. Withdrawal of Proposal:

Any applicant may withdraw their proposal at any time prior to the deadline established in the RFP. Those wishing to withdraw a proposal must provide a written authorization and/or acknowledgement signed by a corporate authority that the proposal is being withdrawn and that the City of Warwick is not held responsible for any damage as a result of the proposal withdrawal.

C. Rejection of Proposals:

The City reserves the right to reject any and all proposals.

CERTIFICATION OF CORPORATE AUTHORITY

I, _____ Certify that I am secretary of the corporation named in the attached proposal: that _____ who signed said proposal on behalf of the Contractor/Proposer was then _____ Of said corporation; that I know his/her signature; that his/her signature thereto is genuine and that said proposal was duly signed, sealed and executed for and on behalf of said corporation by authority of its governing body.

Signed under the pains and penalties of perjury,

(CORPORATE SEAL)

(Secretary)

(Date)

NON-COLLUSIVE AFFIDAVIT

State of _____)
ss.
County of _____)

being first sworn, deposes and says:

That he/she is _____
(an employee, partner or officer of the firm of, etc.)

The party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said Proposer or bidder has not colluded, conspired, connived or agreed directly or indirectly, with any bidder or person, to put in a sham bid or proposal or to refrain from bidding or proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid / proposed price or affiant or of any bidder or Proposer, to or fix any overhead, profit or cost element of said bid price, or of that of any other bidder or Proposer, or to secure any advantage against the City of Warwick, Rhode Island, or any person interested in the proposed contract, and that all statements in said proposal or bid are true.

Signed under the pains and penalties of perjury,

Signature _____

Bidder / Proposer _____

Title _____

Subscribed and sworn to before

me this _____ day of _____, 20_____.

Notary Public

My commission expires _____

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

TITLE OF SPECIFICATION: RFP2017-278 Sale/Lease for Reuse of
Former Nelson Aldrich Junior High School Building & Property
and/or
Former Christopher Rhodes Elementary School Building & Property

I. PROPOSAL:

WHEREAS, the CITY OF WARWICK has duly asked for proposals for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the proposal price below;

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this proposal or another proposal on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the proposal into a contract. This proposal and contract shall be secured by Bonds, if required by the specifications. **PLEASE INDICATE WHETHER THE PROPOSAL IS FOR A LEASE OR PURCHASE.**

OPTION #1: Purchase/Lease of Aldrich & Rhodes property in whole:

\$ _____ _____ Purchase _____ Lease

OPTION #2: Purchase/Lease of Aldrich property in whole only.

\$ _____ _____ Purchase _____ Lease

OPTION #3: Purchase/Lease of Rhodes property in whole only:

\$ _____ _____ Purchase _____ Lease