



**TOWN OF MAYNARD**  
**OFFICE OF THE TOWN ADMINISTRATOR**  
MUNICIPAL BUILDING  
195 Main Street  
Maynard, MA 01754  
Tel: 978-897-1375 Fax: 978-897-845  
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### ADDENDUM #1

Procurement: Request for Proposals (RFP) for the Lease of 61 Summer Street, Maynard MA

Date: June 17, 2022

*This Addendum shall be considered part of the RFP for the above mentioned Project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this ADDENDUM shall govern and take precedence.*

1. The lease agreement offered to the awarded proposer is expected to be substantially reflective of the draft agreement contained in the RFP.
2. The lessee will be responsible for all maintenance and repairs to the facility, and payments allocated to capital improvements are expected to align with capital improvements outlined in a capital plan submitted to the town by the lessee.
3. Approval of expenses for capital improvements may require endorsement from the Town Administrator's Office, and any and all applicable federal, state and local policies, particularly procurement guidelines, will be followed.
4. Accumulated funds for capital improvements are expected to carry forward fiscal years as a form of special revenue account.
5. The site of the property to be leased does include the non-existent gymnasium that had been removed prior to release to the RFP.

--- End of Addendum One ---

**BIDDER/PROPOSER MUST ACKNOWLEDGE THIS ADDENDUM BY SIGNING BELOW  
AND ATTACHING THE SIGNED ADDENDUM TO THE QUOTE SHEET:**

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

Contact Person \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_