

**REQUEST FOR PROPOSAL FOR:**

PURCHASE OF REAL PROPERTY  
438 WASHINGTON STREET  
KEENE, NH 03431

**COMMUNITY COLLEGE SYSTEM OF NEW HAMPSHIRE**

**PURPOSE:**

The purpose of this REQUEST FOR PROPOSAL is to establish a contract for the sale of real property located at 438 Washington Street, Keene, New Hampshire, owned in fee simple by the Community College System of New Hampshire subject to a right of first refusal held by the State of New Hampshire and the prior approval of the long-range capital planning and utilization committee and governor and council.

**VENDOR CERTIFICATIONS**

The vendor who is awarded the contract must be duly registered to conduct business in the State of New Hampshire.

**CONTRACT TERMS AND CONDITIONS:** Pursuant to RSA 188-F:6, XIII-a, any proposed sale of the property is subject to a right of first refusal held by the State of New Hampshire and the prior approval of the long-range capital planning and utilization committee and governor and council. The Contractor who is awarded the contract will need to complete a Purchase and Sale Agreement (sample available upon request) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so. The Contractor will also need to supply a current Certificate of Good Standing from the Secretary of State.

**ADDITIONAL INFORMATION:**

The Community College System of New Hampshire reserves the right to make a written request for additional information from a bidder to assist in understanding or clarifying a Bid Proposal. The responses are to be provided in writing.

**Bidders should act promptly and submit all questions in writing to Matthew Moore, Director of Capital Planning and Development, Email: [memoore@ccsnh.edu](mailto:memoore@ccsnh.edu).**

**SITE VISIT/PROPERTY WALK THROUGH:**

Site visits will be held on: Thursday December 4 from 10:00 a.m. to noon and Monday December 9 from 10:00 a.m. to noon.

**SUBMISSION OF RFP RESPONSE:**

Bids are due on December 20, 2019, at 2:00 pm. If any Addenda to the RFP are issued, please acknowledge in your bid. **Your response must include all the materials requested in this RFP document.** Bids should be mailed to Community College System of New Hampshire, 26 College Drive, Concord, NH 03301, Attention: Matthew Moore or emailed to [memoore@ccsnh.edu](mailto:memoore@ccsnh.edu) or hand carried to 26 College Drive, Concord, NH, the Community College is not responsible for proposals not received due to equipment failure, mail delays, etc. If you want to ensure your proposal was received, please verify by calling Matthew Moore at 603- 230-3565.

**ADDENDUM:**

In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, the Community College System of New Hampshire will transmit addenda to all who have already submitted bids and post any changes to its website [www.ccsnh.edu/open-bids](http://www.ccsnh.edu/open-bids). Before your submission, always check for any addenda or other materials that may have been issued which would affect the RFP by checking this website.

Any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed

**AWARD:** as applicable:

The contract will be awarded based upon two criteria: 1) highest bid (90 points); and 2) demonstrated value of proposed use to community (10 points).

Community College reserves the right to accept or reject any or all of the proposals.

Community College reserves the right to waive any and all informalities in its best interest.

**BID RESULTS:**

Bid results may be viewed when available, once the award has been made and a final purchase and sale agreement has been executed, on our web site only at: [www.ccsnh.edu/closed-bids](http://www.ccsnh.edu/closed-bids)

**EXHIBIT A**

**PURCHASE OF REAL PROPERTY  
438 WASHINGTON STREET  
KEENE, NH 03431**

**BID FORM – CHA20-01**

*Company Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Telephone Number:* \_\_\_\_\_

*Fax Number:* \_\_\_\_\_

***Bid price (90 points):***

***Description of Proposed Use and Demonstration of Value to Community (10 points):***

*Signature:* \_\_\_\_\_

*Printed Name:* \_\_\_\_\_

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

*Acknowledging Inclusion of Addendum:*

*Signature:* \_\_\_\_\_

*Printed Name:* \_\_\_\_\_

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

***This bid must be signed by a person authorized to legally bind the bidder.***